S
362.6
A6sp
1978

State Plan on Aging

PLEASE RETURN

FOR THE STATE OF

MONTANA

FOR FISCAL YEAR 1978

STATE DOCUMENTS COLLECTION

AUG 19 1981

MONTANA STATE LIBRARY
930 E Lyndale Ave.
Helena, Montana 59601

Administration on Aging

Montana State Library
3 0864 1004 9940 2

REVIEW AND APPROVAL BY THE GOVERNOR
of
THE STATE PLAN ON AGING

I hereby approve and submit the State Plan on Aging for fiscal year 1977, which includes State objectives and action plans for implementation of the Title III and Title VII Programs and a commitment that the State will carry out these programs in keeping with the provisions of the Act, and all established regulations, policies and procedures.

6-24-77 (Signed) _____
(Date) (Governor)

TABLE OF CONTENTS

EXHIBIT	NUMBER	PAGE
Review and Approval by the Governor		1
Attorney General Certification		2
Conduct of Public Hearing		3
PART I: STATE OBJECTIVES		4
Summary Listing of Objectives	I-1	5
Statement of State Objectives	I-2	7
PART II: ACTION PLANS		31
Technical Assistance	II-1	32
Assessment	II-2	36
Coordination	II-3	40
Involvement of Advisory Groups	II-4	44
Increasing Low-Income Minority Participation	II-5	46
Grants and Contracts To Minority Agencies	II-6	48
Equal Employment Opportunity	II-7	49
Affirmative Action Plan	II-8	53
Training and Manpower Development	II-9	62
Serving Older Indian Tribal Members	II-10	63
Nondiscrimination - Handicapped	II-11	66
PART III: RESOURCE ALLOCATION PLANS		70
Summary Plan	III-1	71
Title III Plan	III-2	75
Title VII Plan	III-3	77
National Priority Services	III-4	79
PART IV: GENERAL PROVISIONS		80
Staffing Plan	IV-1	81
Advisory Assistance	IV-2	82
PART V: SUPPLEMENTS		87
State Agency Organization Chart	V-1	89
Single Unit Organization Chart	V-2	91
Functional Statement	V-4	92
ATTACHMENTS: GRANT APPLICATIONS		95
Title IV-A		96
Title V		105
Legal Services		112
Nursing Home Ombudsperson		130

ATTORNEY GENERAL CERTIFICATION

Montana Department of Social and Rehabilitation Services

I certify that Aging Services Bureau
(Designated State Agency)

1) has the authority to prepare the State plan;

2) is the sole State agency responsible for administering the State plan;

3) is primarily responsible for coordination of State programs and activities related to the purposes of the Older Americans Act of 1965, as amended.

I further certify that nothing in this State plan is inconsistent with State law.

8/25/77
Date

Mike Greely
Signature

Attorney General
Title

STATE Montana

FY 19 78

CONDUCT OF PUBLIC HEARING(S) ON STATE PLAN

Prior to submission of this State plan for approval, a public hearing(s) on the content of the plan was conducted. The following is a description of how the hearing process and actual hearing(s) were conducted including the method by which public notice of the hearing(s) was given; date(s) and location(s) of the hearing(s); opportunities given to the State advisory committee on aging, area agencies, Title VII nutrition projects, and their advisory councils for prior review of the plan; number and categories of persons in attendance at the hearing(s); method by which State agency reviewed comments and suggestions after hearing(s); changes made in State plan, if any, as a result of meeting(s).

The State Plan and copies of the Title IV-A, Title V, Legal Services and Nursing Home Ombudsman gran applications were mailed to all Area Agency offices, Title VII projects, State Advisory Council members, and the State Agency field offices on July 29, 1977. The Plan and grant applications were available for inspection at the Area Agencies, Title VII Projects and State offices 8:00 a.m. - 5:00 p.m., Monday through Friday.

Montana's daily and weekly newspapers ran a legal ad once each week for four consecutive weeks prior to the public hearing. The ad explained the availability of the State Plan; the locations of the plans; the date, time and location of the public hearing.

The public hearing was held on August 10, 1977, at 1:00 p.m. at the Montana Department of Social and Rehabilitation Services auditorium, Helena, Montana. The hearing was conducted under Roberts Rules of Order and the State Agency Chief acted as Chairman. Twenty-six people attended the hearing and represented other State agencies, Area Agencies, Title VII Projects, County Councils on Aging, Montana Association of Senior Citizens, State Advisory Council, Montana Poverty Council, Associated Press, Area Advisory Councils. Proponents of the plan were called for three times; there were two and their written testimony was recorded. Opponents were called for three times and there were three. Their comments concerned the inclusion of Area Plan Objectives in the State Plan. It was explained that the format of the State Plan did not call for such information and that the Area Plans had not been received and approved as of that date for their inclusion.

Written objections to and support of the State Plan were permitted for fourteen days following the public hearing - through August 24, 1977. There were none. Neither the formal hearing nor the request for written comments necessitated changes in the Plan or the Title IV-A, Title V, Legal Services and Nursing Home Ombudsman grant applications as presented. The State Advisory Council reviewed the final draft of the State Plan prior to submission to the Governor.

PART I: STATE OBJECTIVES

STATE Montana

EXHIBIT I-1

FY 19 78

SUMMARY LISTING OF STATE OBJECTIVES

Objective #1 Develop a formal monitoring and tracking system for the Aging Services Bureau staff by September 30, 1978.

Objective #2 Develop a needs analysis and data collection system by September 30, 1978.

Objective #3 By March, 1978, sign a formal agreement with the Montana Senior Citizens Association to improve and expand advocacy activities.

Objective #4 Improve the quality of in-home services by September, 1978.

Objective #5 The State Agency will endeavor to assure that between 14,500 and 15,500 of the State's seniors will receive transportation services by September 30, 1978.

Objective #6 Integrate Title XX services, as they apply to senior citizens, into the administrative course of the Aging Services Bureau by July 30, 1978.

(Attach Continuation Sheets as Needed)

STATE Montana

EXHIBIT I-1

FY 19 78

SUMMARY LISTING OF STATE OBJECTIVES
(Continued)

Objective # 7 Develop by September 30, 1978 three formal agreements.

Objective # 8 To standardize the quality of meals served under Title VII by instituting the nutrient standard method of menu planning and monitoring by October 31, 1977.

Objective # 9 Expand the usage of U.S.D.A. commodities by Title VII Projects by September 30, 1978.

Objective # 10 To develop formal cooperative agreements with four agencies to increase the coordination of resources for services to participants in nutrition programs by April 30, 1978. (Title VII Programs)

Objective # 11 To increase the management capability of the Title VII projects by September 30, 1978.

Objective # 12 Increase, by 15%, the utilization of and participation in Aging Services by the Indian Elderly by September 30, 1978.

(Attach Continuation Sheets as Needed)

STATE Montana

EXHIBIT I-2

FY 19 78

STATEMENT OF STATE OBJECTIVES

(For each objective complete one set)

Statement of Objective (# 1) Develop a formal monitoring and tracking system for the Aging Services Bureau staff by September 30, 1978.

Rationale for Selection of Objective and Projected Impact, Especially for Serving Low-Income and Minority Older Persons

Assessments conducted by the Regional office during FY 1977, identified a need for improved documentation of monitoring and tracking of Aging Services Bureau activities.

The Aging Services Bureau instituted a new filing system. New methods of monitoring and tracking Area Agency, Title VII Project and State Plan activities are needed to make full use of the system.

The information and data received from the new forms, developed and distributed by the Aging Services Bureau during the final quarter of FY 1977, when coupled with the Master Itinerary for Aging Services Bureau staff on Field Assessments of Title III and VII projects will provide for an improved monitoring and tracking system on activities and fiscal matters.

Major Action Steps to Achieve Objective:	Estimated Date of Completion
Step 1 Orientate Aging Services Bureau staff to Master Itinerary for Assessments and tie-in to monitoring and tracking system.	October 31, 1977
Step 2 Assign specific tracking and monitoring activities to each Aging Services Bureau staff member.	November, 1977
Step 3 Develop and distribute to Aging Services Bureau staff a schedule for Aging Services Bureau staff meetings.	Monthly September 30, 1978

(Attach Continuation Sheets as Needed)

STATE Montana

FY 19 78

EXHIBIT I-2

STATEMENT OF STATE OBJECTIVES

(Continued)

Major Action Steps to Achieve Objective:	Estimated Date of Completion
Step 4 Develop and redefine activity reporting schedules.	Monthly September 30, 1978
Step 5 Design and distribute to Aging Services Bureau staff monthly State Plan activities reports.	Monthly September 30, 1978
Step 6	
Step 7	
Step 8	
Step 9	
Step 10	
Step 11	
Step 12	
Step 13	

STATE Montana

EXHIBIT I-2

FY 19 78

STATEMENT OF STATE OBJECTIVES

(For each objective complete one set)

Statement of Objective (# 2) Develop a needs analysis and data collection system by September 30, 1978.

Rationale for Selection of Objective and Projected Impact, Especially for Serving Low-Income and Minority Older Persons:

Management study by umbrella agency and periodic Federal assessments have documented need for increased in-depth collection of data and operational information. Presently operating VISTA field study will serve as partial input for data collection and will improve state's Aging network conception of advocacy role when concerning State Agency, PSA's and Title VII project areas. The system, once developed, will relate the advocacy role and services direction as dictated by the needs of the low-income and minority seniors of the state.

Major Action Steps to Achieve Objective:	Estimated Date of Completion
Step 1 Seek and/or contract for training or orientation on systems development for needs and data collection.	December, 1977
Step 2 Design system for comprehensive needs information and data collection.	February, 1978
Step 3 Coordinate input and collection procedures for system with Area Agencies and Title VII areas.	March, 1978

(Attach Continuation Sheets as Needed)

STATE Montana

EXHIBIT I-2

FY 19 78

STATEMENT OF STATE OBJECTIVES

(Continued)

Major Action Steps to Achieve Objective:	Estimated Date of Completion
Step 4 Implementation of collection system.	April, 1978
Step 5 Interpret collection system information as it relates to Bureau services direction.	July, 1978
Step 6 Publish results of information and data analysis; and present any suggested program changes as indicated by results.	September, 1978
Step 7	
Step 8	
Step 9	
Step 10	
Step 11	
Step 12	
Step 13	

STATE Montana

EXHIBIT I-2

FY 19 78

STATEMENT OF STATE OBJECTIVES

(For each objective complete one set)

Statement of Objective (# 3) By March, 1978, sign a formal agreement with the Montana Senior Citizens Association to improve and expand advocacy activities.

Rationale for Selection of Objective and Projected Impact, Especially for Serving Low Income and Minority Older Persons

During FY 1977 the Montana Senior Citizens Association demonstrated outstanding advocacy capabilities at the legislative hearings on Senior Citizen programming. The Association also has a membership throughout the state.

The Aging Services Bureau is limited by staff size and additional duties in providing full time advocacy activities.

A continuous sharing of information and joint attendance at both organization's meetings will expand advocacy for senior citizens in Montana.

Through formal agreement, the Aging Services Bureau will provide the Montana Senior Citizens Association information and data from collection system as established.

Major Action Steps to Achieve Objective	Estimated Date of Completion
Step 1 Negotiate a written agreement between the Montana Senior Citizens Association and the Aging Services Bureau.	December 31, 1977
Step 2 Draft the written agreement.	February 28, 1978
Step 3 Sign the formal agreement.	March, 1978

(Attach Continuation Sheets as Needed)

STATE Montana

FY 19 78

EXHIBIT I-2

STATEMENT OF STATE OBJECTIVES

(Continued)

Major Action Steps to Achieve Objective:	Estimated Date of Completion
Step 4 Implement joint advocacy activities between Montana Senior Citizens Association and Aging Services Bureau.	April, 1978
Step 5 Review and revise agreement.	September 30, 1978
Step 6	
Step 7	
Step 8	
Step 9	
Step 10	
Step 11	
Step 12	
Step 13	

STATE Montana

FY 19 78

EXHIBIT I-2

STATEMENT OF STATE OBJECTIVES

(For each objective complete one set)

Statement of Objective (# 4): Improve the quality of in-home services by September, 1978.

Rationale for Selection of Objective and Projected Impact, Especially for Serving Low Income and Minority Older Persons:

The state agency has recognized the need for standardization of in-home services that are being offered under Titles III and VII of OAA and Title XX of SSA. Due to variances in service providers and reporting requirements involved under the three titles, the overlap of services and/or clients requires uniformity and coordination of in-home services. Standardization and upgrading of skills where different providers are involved will help to insure that quality services are offered the low-income and minority seniors of this state.

Major Action Steps to Achieve Objective:	Estimated Date of Completion
Step 1 Development of definitions and standards for in-home services being provided or to be provided.	December, 1977
Step 2 Inform service providers of definitions and standards established.	December, 1977
Step 3 Contract for training to upgrade service provider skills.	March, 1978

(Attach Continuation Sheets as Needed)

STATEMENT OF STATE OBJECTIVES

(Continued)

Major Action Steps to Achieve Objective:	Estimated Date of Completion
Step 4 Provide training to all providers that require or request same.	Continuous September, 1978
Step 5 Assess in-home services as per standardization established and training given.	Continuous Sentember, 1978
Step 6	
Step 7	
Step 8	
Step 9	
Step 10	
Step 11	
Step 12	
Step 13	

STATE Montana

EXHIBIT I-2

FY 19 78

STATEMENT OF STATE OBJECTIVES

(For each objective complete one set)

Statement of Objective (# 5) The State Agency will endeavor to assure that between 14,500 and 15,500 of the State's seniors will receive transportation services by September 30, 1978.

Rationale for Selection of Objective and Projected Impact, Especially for Serving Low-Income and Minority Older Persons

Due to an increase in supplementary Title XX services the State Agency is intending that the Area Agencies increase their contracted client numbers for transportation services between 3 and 7 percent over the totals of Fiscal Year 1977. This increase would amount to 500 to 1,000 clients over and above the 14,500 estimated served during Fiscal Year 1977. "At least 50% of those served will be low-income and/or minority older persons."

Major Action Steps to Achieve Objective	Estimated Date of Completion
Step 1 Technical assistance to Area Agencies and service providers pertaining to increased client service.	March, 1978
Step 2 Contracted training on transportation services and increased service implementation.	Continuous September, 1978
Step 3 Monitoring of transportation services to track service progression.	Continuous September, 1978

(Attach Continuation Sheets as Needed)

STATE Montana

EXHIBIT I-2

FY 19 78

STATEMENT OF STATE OBJECTIVES

(Continued)

Major Action Steps to Achieve Objective.	Estimated Date of Completion
Step 4 Assessment of transportation services pertaining to numbers of clients served.	Quarterly September, 1973
Step 5	
Step 6	
Step 7	
Step 8	
Step 9	
Step 10	
Step 11	
Step 12	
Step 13	

STATE Montana

FY 19 78

EXHIBIT I-2

STATEMENT OF STATE OBJECTIVES

(For each objective complete one set)

Statement of Objective (# 6) Integrate Title XX services, as they apply to senior citizens into the administrative course of the Aging Services Bureau by July 30, 1978.

Rationale for Selection of Objective and Projected Impact, Especially to Served Low-income and Minority Older Persons

Prior to the upcoming program year, Title XX services for senior citizens were administered by the Social Services Bureau of S.R.S. With full administrative responsibility for Aging Services under Title XX (Nutrition, Transportation, Homemaker/Chore and Minor Home Repair Services) now in the Aging Services Bureau, the coordination and cooperation of the State's Aging Services network will now be applied to Title XX. Administrative control of Title XX will enable the Aging Services Bureau to ensure that the services under this title are directed at the low-income and minority senior populations of the state.

All Title XX services are contracted for between the Aging Services Bureau and the Area Agencies. This process will further the coordination of Title III and Title XX at the local level.

Major Action Steps to Achieve Objective	Estimated Date of Completion
Step 1 Monitor Area Agencies' programs and services as related to existing prime service contracts.	Monthly September, 1978
Step 2 Assess and evaluate the Area Agencies' contracts and sub-contracts as related to program fiscal procedures in prime contracts.	Quarterly September, 1978
Step 3 Distribution of Title XX funds for Fiscal Year 1979 as established in State Plan for Montana's Fiscal Year 1979.	May, 1978

(Attach Continuation Sheets as Needed)

STATE Montana

FY 19 78

EXHIBIT I-2

STATEMENT OF STATE OBJECTIVES

(Continued)

Major Action Steps to Achieve Objective:	Estimated Date of Completion
Step 4 Draw up contracts for services with Area Agencies as per their allocations and needs for Montana's Fiscal Year 1979.	June, 1978
Step 5 Attend Title XX public hearings to receive public input and comments on Aging Services contained in State Plan for Montana, State Fiscal Year 1979.	July, 1978
Step 6 Incorporate public comments into planning and services for Title XX during Fiscal Year 1979.	August, 1978
Step 7	
Step 8	
Step 9	
Step 10	
Step 11	
Step 12	
Step 13	

STATE Montana

EXHIBIT I-2

FY 19 78

STATEMENT OF STATE OBJECTIVES

(For each objective complete one set)

Statement of Objective (#7) Develop by September 30, 1978 three formal agreements.

Rationale for Selection of Objective and Projected Impact, Especially for Serving Low-Income and Minority Older Persons

These formal agreements will improve communication and promote joint planning between the Aging Services Bureau and the other service providers.

The Aging Services Bureau will provide technical assistance to Area Agencies and projects to increase coordination at these levels through these formal linkages. Formal agreements will be developed with Green Thumb for project employment; the SRS, Medical Assistance Bureau for increased usage and awareness of Medicaid resources; the Department of Community Affairs, Planning Division for increased UMTA equipment utilization.

Major Action Steps to Achieve Objective:	Estimated Date of Completion
Step 1 Negotiate written agreements with the above three organizations.	December 31, 1977
Step 2 Draft written agreements.	January, 1978
Step 3 Sign written agreements.	February, 1978

(Attach Continuation Sheets as Needed)

STATE Montana

EXHIBIT I-2

FY 19 78

STATEMENT OF STATE OBJECTIVES

(Continued)

Major Action Steps to Achieve Objective	Estimated Date of Completion
Step 4 Distribute written agreements to the State Aging network	March, 1978
Step 5 Monitor activities under the agreements.	Monthly September 30, 1978
Step 6 Evaluate the impact of the agreements on Senior Citizen programming.	September 30, 1978
Step 7 Review and update agreements where necessary.	September 30, 1978
Step 8	
Step 9	
Step 10	
Step 11	
Step 12	
Step 13	

STATE Montana

FY 19 78

EXHIBIT I-2

STATEMENT OF STATE OBJECTIVES

(For each objective complete one set)

Statement of Objective (# 8) To standardize the quality of meals served under Title VII by instituting the nutrient standard method of menu planning and monitoring by October 31, 1977.

Rationale for Selection of Objective and Projected Impact, Especially to Serving Low Income and Minority Older Persons

This objective is designed to improve the quality of meals served under Title VII by using a uniform method for meal planning and evaluation. Implementation of nutrient standard method will assure that 1/3 R.D.A. and a quality meal is served at each meal site. The method will also enhance Nutrition Education through involvement of Title VII Project Councils.

Major Action Steps to Achieve Objective	Estimated Date of Completion
Step 1 Hold a followup workshop for Title VII personnel for futher instruction in the use of the nutrient standard method of menu planning and monitoring.	October 31, 1977
Step 2 Title VII projects begin submitting menus and menu monitoring on standard forms.	Monthly November 1, 1977
Step 3 Inform field staff of technical assistance and assessment duties in the use of nutrient standard method.	October 31, 1977

(Attach Continuation Sheets as Needed)

STATE Montana

FY 19 78

EXHIBIT I-2

STATEMENT OF STATE OBJECTIVES

(Continued)

Major Action Steps to Achieve Objective:	Estimated Date of Completion
Step 4 On-site Technical Assistance will be provided by the Aging Services Bureau staff concerning use of nutrient standard method.	Quarterly September 30, 1978
Step 5 Monitor the use of the nutrient standard method forms.	Monthly September 30, 1978
Step 6 Evaluate the implementation of the objective and action steps.	Annually September 30, 1978
Step 7	
Step 8	
Step 9	
Step 10	
Step 11	
Step 12	
Step 13	

STATE Montana

FY 19 78

EXHIBIT I-2

STATEMENT OF STATE OBJECTIVES

(For each objective complete one set)

Statement of Objective (# 9) Expand the usage of U.S.D.A. commodities by Title VII projects by September 30, 1978.

Rationale for Selection of Objective and Projected Impact, Especially for Serving Low-Income and Minority Older Persons

By expanding the usage of U.S.D.A. commodities, the serving capacity of Title VII projects are greatly increased. Therefore, Title VII projects can increase services to the small communities of the state that are requesting them.

Increased usage of commodities (based on rate of 27¼¢ per meal served) increases the State's allotment of commodities and permits Title VII projects to offer more meals with a finite amount of dollars.

The State Title VII projects had expended 86% of the total State's allotment for commodities during the first three quarters of FY 77, and had served 2376 meals statewide.

Major Action Steps to Achieve Objective	Estimated Date of Completion
Step 1 Determine commodity usage of each project within the state.	October 31, 1977
Step 2 Give technical assistance to projects to budget for an increased usage of commodities.	November 30, 1977
Step 3 Assist projects to give training to site managers and cooks in ordering, storage, inventory control and use of commodities.	Continuous September 30, 1978

(Attach Continuation Sheets as Needed)

STATE Montana

FY 19 78

EXHIBIT I-2

STATEMENT OF STATE OBJECTIVES

(Continued)

Major Action Steps to Achieve Objective:	Estimated Date of Completion
Step 4 Monitor commodity usage by: checking monthly order and report forms; menu monitoring; and on-site visits by Aging Services Bureau staff.	Monthly September 30, 1978
Step 5 Evaluate objective and action steps.	Quarterly September 30, 1978
Step 6	
Step 7	
Step 8	
Step 9	
Step 10	
Step 11	
Step 12	
Step 13	

STATE Montana

FY 19 78

EXHIBIT I-2

STATEMENT OF STATE OBJECTIVES

(For each objective complete one set)

Statement of Objective (# 10). To develop formal cooperative agreements with four agencies to increase the coordination of resources for services to participants in nutrition programs by April 30, 1978. (Title VII Programs)

Rationale for Selection of Objective and Projected Impact, Especially for Serving Low-Income and Minority Older Persons:

The Aging Services Bureau intends to implement formal agreements and provide technical assistance to projects to increase coordination in the local areas through these interagency agreements. Formal agreements will be sought with the Office of the Superintendent of Public Instruction, Economic Assistance, Cooperative Extension Service, and Mental Health Field Services to increase resources to Title VII. Re-contacting and renegotiation of current agreements will insure increased utilization of these agencies as resources.

Major Action Steps to Achieve Objective:	Estimated Date of Completion
Step 1 Review existing formal and non-formal agreements.	October, 1977
Step 2 Iniate action to formalize four new agreements.	November, 1977
Step 3 Mutually develop new agreements and formalize.	April 30, 1978

(Attach Continuation Sheets as Needed)

STATEMENT OF STATE OBJECTIVES

(Continued)

Major Action Steps to Achieve Objective:	Estimated Date of Completion
Step 4 Contact agencies quarterly to encourage close coordination.	Quarterly September 30, 1978
Step 5 Design and provide training to meet identified needs.	When appropriate September 30, 1978
Step 6 Provide technical assistance to projects to enable them to tap their local resources to increase their individual service capacity.	Ongoing September 30, 1978
Step 7 Assess and re-evaluate the objective and action steps.	Annually September 30, 1978
Step 8	
Step 9	
Step 10	
Step 11	
Step 12	
Step 13	

STATE Montana

EXHIBIT I-2

FY 19 78

STATEMENT OF STATE OBJECTIVES

(For each objective complete one set)

Statement of Objective (#11) To increase the management capability of the Title VII projects by September 30, 1978.

Rationale for Selection of Objective and Projected Impact, Especially for Serving Low Income and Minority Older Persons

The intent of this objective is to standardize management methods in all Title VII projects. Implementation of this objective will assist projects to increase cost effectiveness; standardize record keeping, reporting procedures and inventory control for all projects; and will provide the Aging Services Bureau with a more effective data gathering process. It will also increase the coordination between the Title VII projects, the Aging Services Bureau and all other support-type service programs.

Implementation will be accomplished by: Provision of Technical Assistance to projects from Aging Services Bureau staff; training in ordering, storage, usage, and inventory control of USDA commodities; induction of nutrient standard method of menu planning and monitoring; and standardization of record keeping and reporting.

Major Action Steps to Achieve Objective.	Estimated Date of Completion
Step 1 Implement nutrient standard method of menu planning and monitoring.	October 1, 1977
Step 2 Hold workshop on all aspects of commodity usage and cost effectiveness implementation in cooperation with the SRS Economic Assistance Division.	October 31, 1977
Step 3 Hold record keeping and reporting workshop.	November 30, 1977

(Attach Continuation Sheets as Needed)

STATE Montana

EXHIBIT I-2

FY 19 78

STATEMENT OF STATE OBJECTIVES

(Continued)

Major Action Steps to Achieve Objective.	Estimated Date of Completion
Step 4 Provide technical assistance to Title VII projects in record keeping, reporting, commodity usage, use of the nutrient standard method and nutrition education.	Continuous September 30, 1978
Step 5 Evaluate objective and action steps.	Monthly September 30, 1978
Step 6	
Step 7	
Step 8	
Step 9	
Step 10	
Step 11	
Step 12	
Step 13	

STATE Montana

EXHIBIT I-2

FY 19 78

STATEMENT OF STATE OBJECTIVES

(For each objective complete one set)

Statement of Objective (#) 12 Increase, by 15%, the utilization of and participation in Aging Services by the Indian Elderly by September 30, 1978.

Rationale for Selection of Objective and Projected Impact, Especially for Serving Low Income and Minority Older Persons

Area VII Agency on Aging is presently serving approximately 1,100 Indian seniors on six reservations. The elderly total population on the six reservations is approximately 3,000 which indicates that 1,900 individuals are not yet receiving Aging Services. The expected minimum 15% increase would increase the participation by 165 to a total estimated served of 1,265 by September 30, 1978.

Major Action Steps to Achieve Objective	Estimated Date of Completion
Step 1 Designation of Area Agency VII on Aging as Planning and Service Administrative Unit for six reservations.	October, 1977
Step 2 Technical assistance to Area VII Agency staff and providers for management and general administrative purposes.	Continuous September, 1978
Step 3 Contract training for Area Agency staff and providers on service implementation and delivery.	Continuous September, 1978

(Attach Continuation Sheets as Needed)

STATE Montana

EXHIBIT I-2

FY 19 78

STATEMENT OF STATE OBJECTIVES

(Continued)

Major Action Steps to Achieve Objective:	Estimated Date of Completion
Step 4 Interaction and coordination on collecting and disseminating resource needs and client data from system that is implemented.	Continuous September, 1978
Step 5 Coordination of State Agency Field Coordinators to provide ongoing outreach to Area Agency and it's providers.	Continuous September, 1978
Step 6 Monitoring of Area Agency services and activities.	Monthly September, 1978
Step 7 Assessment of Area Agency programs, services and activities.	Quarterly September, 1978
Step 8	
Step 9	
Step 10	
Step 11	
Step 12	
Step 13	

PART II: ACTION PLANS

STATE Montana

EXHIBIT II-

FY 19 78

ACTION PLAN FOR TECHNICAL ASSISTANCE

PART A - TITLE III

Set forth the major action steps, including the estimated date of completion, the State agency plans to undertake for the fiscal year to carry out those activities related to providing technical assistance to the programs and activities to be supported under Title III.

Major Action Steps	Estimated Date of Completion
Step 1 Analyze area plans to identify individual areas of concern requiring technical assistance to area agencies on aging.	Annually November 1, 1977
Step 2 Analyze area agency technical assistance needs through quarterly on-site assessment visits.	Quarterly September 30, 1978
Step 3 Utilize new reporting forms to determine specific areas where technical assistance is needed by area agencies.	Monthly September 30, 1978
Step 4 Utilize STAM to ensure that Area Agencies, Title III projects and Title XX contractors are informed of the availability of technical assistance.	Monthly September 30, 1978

(Attach Continuation Sheets as Needed)

STATE Montana

EXHIB

FY 19 78

ACTION PLAN FOR TECHNICAL ASSISTANCE

PART A - TITLE III

Set forth the major action steps, including the estimated date of completion, the State agency plans to undertake for the fiscal year to carry out those activities related to providing technical assistance to the programs and activities to be supported under Title III.

Major Action Steps	Estimated Date of Completion
Step 5 Utilize new field report to be developed in the last quarter of FY 77 to document and monitor the technical assistance provided by Aging Services Bureau staff.	Monthly September 30, 19
Step 6 Provide technical assistance to enable the Montana Senior Citizens Association to use in their advocacy role the results of the VISTA study.	Continuous September 30, 197
Step 7 Provide technical assistance to help providers of in-home services to upgrade and standardize services.	Continuous September 30, 197
Step 8	

(Attach Continuation Sheets as Needed)

STATE Montana

EXHIBIT II-1

FY 19 78

ACTION PLAN FOR TECHNICAL ASSISTANCE

PART B - TITLE VII

Set forth the major action steps, including the estimated date of completion, the State agency plans to undertake for the fiscal year to carry out those activities related to providing technical assistance to the programs and activities to be supported under Title VII.

Major Action Steps	Estimated Date of Completion
Step 1 Assess technical assistance of projects by use of new reporting system and menu planning and monitoring system.	Monthly September 30, 1978
Step 2 Hold workshop to provide technical assistance in record keeping and reporting.	October 31, 1977
Step 3 Hold workshop to provide technical assistance in use of U.S.D.A. commodities.	November 30, 1977
Step 4 Analyze technical assistance needs of individual projects through quarterly assessment visits.	Quarterly September 30, 1978

(Attach Continuation Sheets as Needed)

STATE Montana

EXHIB

FY 19 78

ACTION PLAN FOR TECHNICAL ASSISTANCE

PART A - TITLE III

Set forth the major action steps, including the estimated date of completion, the State agency plans to undertake for the fiscal year to carry out those activities related to providing technical assistance to the programs and activities to be supported under Title III.

Major Action Steps	Estimated Date of Completion
Step 5 Utilize new field report to be developed in the last quarter of FY 77 to document and monitor the technical assistance provided by Aging Services Bureau staff.	Monthly September 30, 19[illegible]
Step 6 Provide technical assistance to enable the Montana Senior Citizens Association to use in their advocacy role the results of the VISTA study.	Continuous September 30, 197[illegible]
Step 7 Provide technical assistance to help providers of in-home services to upgrade and standardize services.	Continuous September 30, 197[illegible]
Step 8	

(Attach Continuation Sheets as Needed)

STATE Montana

EXHIBIT II-1

FY 19 78

ACTION PLAN FOR TECHNICAL ASSISTANCE

PART B - TITLE VII

Set forth the major action steps, including the estimated date of completion, the State agency plans to undertake for the fiscal year to carry out those activities related to providing technical assistance to the programs and activities to be supported under Title VII.

Major Action Steps	Estimated Date of Completion
Step 1 Assess technical assistance of projects by use of new reporting system and menu planning and monitoring system.	Monthly September 30, 1978
Step 2 Hold workshop to provide technical assistance in record keeping and reporting.	October 31, 1977
Step 3 Hold workshop to provide technical assistance in use of U.S.D.A. commodities.	November 30, 1977
Step 4 Analyze technical assistance needs of individual projects through quarterly assessment visits.	Quarterly September 30, 1978

(Attach Continuation Sheets as Needed)

STATE Montana

EXHIBIT II-1

FY 19 78

ACTION PLAN FOR TECHNICAL ASSISTANCE

PART B - TITLE VII

Set forth the major action steps, including the estimated date of completion, the State agency plans to undertake for the fiscal year to carry out those activities related to providing technical assistance to the programs and activities to be supported under Title VII.

Major Action Steps	Estimated Date of Completion
Step 5 Design and distribute technical assistance questionnaire for individual specialized needs requests.	As Needed Bi-monthly April 1, 1978
Step 6 Utilize STAM to distribute technical assistance availability.	Monthly September 30, 1978
Step 7 Provide specific technical assistance to projects by state staff.	As needed September 30, 1978
Step 8 Provide technical assistance to projects on nutritional education and food management.	Quarterly September 30, 1978

(Attach Continuation Sheets as Needed)

STATE Montana

FY 19 78

EXHIBIT II-2

ACTION PLAN FOR ASSESSMENT
PART A--TITLE III

Set forth the major action steps, including the estimated date of completion, the State agency plans to undertake for the fiscal year to carry out those activities related to assessing the programs and activities to be supported under Title III.

Major Action Steps	Estimated Date of Completion
Step 1 Develop annual master itinerary for assessments for Aging Services Bureau staff.	October 31, 1977
Step 2 Hold orientation meeting on master itinerary for all Aging Services Bureau staff.	November, 1977
Step 3 Assess area agencies to identify areas for corrective action and to determine program effectiveness based on the annual area plans.	Quarterly September 30, 1978
Step 4 Assess area agencies for data collection and needs analysis and in-home services standardization.	Quarterly September 30, 1978

(Attach Continuation Sheets as Needed)

STATE Montana

EXHIBIT II-2

FY 19 78

ACTION PLAN FOR ASSESSMENT
PART A--TITLE III

Set forth the major action steps, including the estimated date of completion, the State agency plans to undertake for the fiscal year to carry out those activities related to assessing the programs and activities to be supported under Title III.

Major Action Steps	Estimated Date of Completion
Step 5 Give advance notification of areas to be assessed and persons to be present (staff, advisory council members, etc.) conduct on-site assessment.	Quarterly September 30, 1978
Step 6 Hold exit interview with area agency Director to discuss the results of the assessment.	Quarterly September 30, 1978
Step 7 Send formal written report of the assessment findings with a timetable for corrective action within fifteen (15) days following the assessment.	Quarterly September 30, 1978
Step 8 Follow up specific recommendations with technical assistance within timetables specified.	Quarterly September 30, 1978

(Attach Continuation Sheets as Needed)

STATE Montana

EXHIBIT II-2

FY'19 78

ACTION PLAN FOR ASSESSMENT
PART B—TITLE VII

Set forth the major action steps, including the estimated date of completion, the State agency plans to undertake for the fiscal year to carry out those activities related to assessing the programs and activities to be supported under Title VII.

Major Action Steps	Estimated Date of Completion
Step 1 Integrate Title VII assessments into master itinerary for assessments for Aging Services Bureau staff.	October 31, 1977
Step 2 Hold orientation meeting on master itinerary and specific assessment responsibilities for Title VII for all Aging Services Bureau staff.	November, 1977
Step 3 Assess all Title VII projects quarterly for program effectiveness and to identify areas for corrective action based on project applications.	Quarterly September 30, 1978
Step 4 Assess each project quarterly for effective usage of U.S.D.A. commodities.	Quarterly September, 1978

(Attach Continuation Sheets as Needed)

ATE Montana

19 78

EXHIBIT II-2

ACTION PLAN FOR ASSESSMENT
PART B—TITLE VII

Set forth the major action steps, including the estimated date of completion, the State agency plans to undertake for the fiscal year to carry out those activities related to assessing the programs and activities to be supported under Title VII.

Major Action Steps	Estimated Date of Completion
Step 5 Give advance notice to project to be assessed and individuals to be present for assessment (staff, advisory council members, etc.) Conduct on-site assessment.	Quarterly September 30, 1978
Step 6 Hold exit interview with the Project Director to discuss the results of the assessment.	Quarterly September 30, 1978
Step 7 Send a formal written report of assessment results, with a timetable for corrective action, within 15 days of assessment.	Quarterly September 30, 1978
Step 8 Follow up specific recommendations with technical assistance within timetables specified.	Quarterly September 30, 1978

(on Continuation Sheets as Needed)

STATE Montana

FY 19 78

ACTION PLAN FOR COORDINATION

PART A – TITLE III

State the major action steps, including estimated date of completion, the State agency plans to undertake for the fiscal year to carry out those activities which will provide for the coordination of State planning and service activities and programs related to the purpose of Title III.

Major Action Steps	Estimated Date of Completion
Step 1 Provide program information of specific concern to Area Agencies to Coordinator of STAM for distribution.	Monthly September 30, 1978
Step 2 Distribute information detailing the results of negotiations for cooperative agreements and the possibilities for utilizing them, via STAM.	Monthly September 30, 1978
Step 3 Coordinate cooperation at the local level to maximize the use of community resources with which state level formal agreements have been signed. (Social and Rehabilitation Services, Economic Assistance, Cooperative Extension Service, Mental Health Field Services, Office of the Superintendent of Public Instruction).	Continuous September 30, 1978
Step 4 Arrange for input to the State Information and Referral Resource Book by Area Agencies and Title III projects.	March 31, 1978

(Attach Continuation Sheets as Needed)

STATE Montana

FY 19 78

ACTION PLAN FOR COORDINATION

PART A – TITLE III

Set forth the major action steps, including estimated date of completion, the State agency plans to undertake for the fiscal year to carry out those activities which will provide for the coordination of State planning and service activities and programs related to the purpose of Title III.

Major Action Steps	Estimated Date of Completion
Step 5 Coordinate results of VISTA study and Montana Senior Citizens Association to best utilize the data collected and advocacy ability.	Monthly September 30, 1978
Step 6 Coordinate the services and activities of Title III and Title VII.	Monthly September 30, 1978
Step 7	
Step 8	

(Attach Continuation Sheets as Needed)

STATE Montana

FY 19 78

ACTION PLAN FOR COORDINATION

PART B – TITLE VII

EXHIBIT II-3

Set forth the major action steps, including the estimated date of completion, the State agency plans to undertake for the fiscal year to carry out those activities related to providing technical coordination to the programs and activities to be supported under Title VII.

Major Action Steps	Estimated Date of Completion
Step 1 Provide Title VII program information to director of STAM for distribution. (program description, innovations, special services).	Monthly September 30, 1978
Step 2 Distribute information to detail results of negotiations for cooperative agreements and the possibilities for utilizing them, via STAM.	Monthly September 30, 1978
Step 3 Coordinate cooperation at the local level to maximize the use of community resources with which state level formal agreements have been signed. (Department of SRS Economic Assistance, Cooperative Extension Service, Mental Health Field Services, Office of Superintendent of Public Instruction).	Continuous September 30, 1978
Step 4 Arrange for input to the State Information and Referral Resource Book by the Title VII projects.	March 31, 1978

(Attach Continuation Sheets as Needed)

STATE Montana

FY 19 78

ACTION PLAN FOR COORDINATION

PART B -- TITLE VII

Set forth the major action steps, including the estimated date of completion, the State agency plans to undertake for the fiscal year to carry out those activities related to providing technical coordination to the programs and activities to be supported under Title VII.

Major Action Steps	Estimated Date of Completion
Step 5 Ensure that all Title VII sites are provided with I & R services via the State Information and Referral system and Information and Referral technicians.	Monthly September 30, 1978
Step 6 Coordinate the services and activities of Title VII and Title III.	Monthly September 30, 1978
Step 7	
Step 8	

(Attach Continuation Sheets as Needed)

STATE Montana

EXHIBIT II-4

FY 19 78

ACTION PLAN FOR INVOLVEMENT OF STATE ADVISORY COMMITTEE ON AGING AREA AGENCY ON AGING ADVISORY COUNCILS AND NUTRITION PROJECT COUNCILS

Set forth the major action steps, including the estimated date of completion, the State agency plans to undertake for the fiscal year to involve the State advisory committee, area agency and nutrition project councils in development and implementation of State plan, area plans and nutrition proposals respectively.

Major Action Steps	Estimated Date of Completion
Step 1 The State Advisory Council will annually review the State Plan prior to and following the Public Hearings and prior to submission of the Plan to the Governor.	Annually, August, 1978
Step 2 The Montana Area Agency Advisory Councils will review and comment on the area plans prior to submission to the State Agency.	Annually, June, 1978
Step 3 The State Advisory Council will meet at least quarterly. The Area Agency Advisory and Nutrition Project Councils will meet at least bi-monthly.	Quarterly September 30, 1978 Bi-monthly
Step 4 Members of the State Advisory Council, Area Agency Advisory Councils and Nutrition Project Councils will attend Montana Senior Citizens Association meetings.	Quarterly September 30, 1978

(Attach Continuation Sheets as Needed)

STATE Montana

FY 78

EXHIBIT II-4

ACTION PLAN FOR INVOLVEMENT OF STATE ADVISORY COMMITTEE ON AGING AREA AGENCY ON AGING ADVISORY COUNCILS AND NUTRITION PROJECT COUNCILS

Set forth the major action steps, including the estimated date of completion, the State agency plans to undertake for the fiscal year to involve the State advisory committee, area agency and nutrition project councils in development and implementation of State plan, area plans and nutrition proposals respectively.

Major Action Steps	Estimated Date of Completion
Step 5 The State Advisory, Area Agency Advisory and Nutrition Project Councils will hold orientation sessions for all new members.	Continuous As needed September 30, 1978
Step 6 The State Advisory, Area Agency Advisory and Nutrition Project Councils will be informed of the additional resources obtained through the development of the formal interagency agreements.	Quarterly September 30, 1978
Step 7 Members of the Executive Board of the Montana Senior Citizens Association will be invited to the State Advisory Council meetings.	Quarterly September 30, 1978
Step 8	

(Attach Continuation Sheets as Needed)

STATE Montana

EXHIBIT 11-5
PAGE 1 of 2

FY 19 78

ACTION PLAN FOR INCREASING PARTICIPATION OF LOW INCOME AND MINORITY OLDER PERSONS AS BENEFICIARIES OF TITLE III AND TITLE VII PROGRAMS

Set forth the major action steps, including estimated date of completion, the State agency plans to undertake for the fiscal year to carry out activities which will increase participation of low-income and minority older persons in Title III and Title VII programs.

Major Action Steps	Estimated Date of Completion
Step 1 Expand Title III and VII programs to include more minority seniors by designation of Area Agency VII for six Indian reservations.	October , 1977
Step 2 Expand senior programs under Title XX of S.S.A. to include more low-income and minority senior citizens.	October, 1977
Step 3 Supply technical assistance and needs data from data collection system to all area agencies as per low-income and minority seniors in their areas.	Continuous September, 1978
Step 4 Continue to allocate Federal funds on a formula bases, which takes into account the low-income and minority seniors of the planning areas, to assure services are equitable in relation to these groups.	Continuous September, 1978

(Attach Continuation Sheets as Needed)

STATE Montana

EXHIBIT 1L5
PAGE 2 of 2

FY 19 78

ACTION PLAN FOR INCREASING PARTICIPATION OF LOW INCOME AND MINORITY OLDER PERSONS AS BENEFICIARIES OF TITLE III AND TITLE VII PROGRAMS

Set forth the major action steps, including estimated date of completion, the State agency plans to undertake for the fiscal year to carry out activities which will increase participation of low-income and minority older persons in Title III and Title VII programs.

Major Action Steps	Estimated Date of Completion
Step 5 Assess Title III, Title VII and Title XX programs to assure that low-income and minority seniors are receiving services in proportion to their numbers in the service areas.	Monthly September, 1978
Step 6 Provide technical assistance to Area Agencies and Title VII projects on expanding outreach capabilities designed to reach low-income and minority seniors.	Monthly September, 1978
Step 7	
Step 8	

(Attach Continuation Sheets as Needed)

STATE Montana

EXHIBIT II-7

FY 19 78

ACTION PLAN FOR GRANTS AND CONTRACTS TO MINORITY AGENCIES AND ORGANIZATIONS UNDER TITLE III AND TITLE VII

Set forth the major action steps, including estimated date of completion, the State agency plans to undertake for the fiscal-year to assure that contracts or grants under area plans and Title VII nutrition projects are operated by minority individuals, at least in proportion to their respective numbers in each planning and service area and throughout the State.

Major Action Steps	Estimated Date of Completion
Step 1 The major minority (44%) in Montana are being served through PSA VII which is composed of Indian Reservations. All of the contractors in PSA VII are minority operated. A new grantee, minority operated, for the area agency for PSA VII was designated the last quarter of FY 1977. The State Agency will provide technical assistance to increase the expertise of the present contractors and the new grantee for the area agency.	Monthly September 30, 1978
Step 2 Each of the seven Reservations, six in PSA VII, one in PSA VI, receives a contract to provide Title VII services. All of these contracts are with minority operated agencies.	Annually September 30, 1978
Step 3 Prior to approval of all area plans the State Agency requires that each Area Agency completes an Action Plan which indicates that their contracting policies and procedures take into consideration minority operated agencies within their PSA's.	Annually September 30, 1978
Step 4 The State Agency will continue to review the attempts by the area agencies to contract with minority operated organizations as additional resources come available.	Quarterly September 30, 1978

STATE Montana

EXHIBIT II-7

FY 19 78

ACTION PLAN FOR EQUAL EMPLOYMENT OPPORTUNITY

PART A – TITLE III

Set forth the major action steps, including estimated dates of completion, the State agency plans to undertake for the fiscal year to assure that equal employment opportunities are provided throughout the State under the Title III program.

Major Action Steps	Estimated Date of Completion
Step 1 Require every area agency to prepare and submit with their area plan an Equal Employment Opportunity Plan detailing how the Affirmative Action Policies will be implemented at the project level.	Annually September 30, 1978
Step 2 Criteria for approval of all area plans will include the submission of an Affirmative Action Plan.	Annually September 30, 1978
Step 3 Provide technical assistance to area agencies on the revision of Affirmative Action Plans.	As needed Annually September 30, 1978
Step 4 Coordinate with the Montana Department of Social and Rehabilitation Services to review annual Affirmative Action Plans submitted by area agencies.	Annually September 30, 1978

(Attach Continuation Sheets as Needed)

STATE Montana

EXHIBIT II-8

FY 19 78

ACTION PLAN FOR EQUAL EMPLOYMENT OPPORTUNITY

PART A -- TITLE III

Set forth the major action steps, including estimated dates of completion, the State agency plans to undertake for the fiscal year to assure that equal employment opportunities are provided throughout the State under the Title III program.

Major Action Steps	Estimated Date of Completion
Step 5 Require annual review and revision of area agency Affirmative Action Plans.	Annually September 30, 1978
Step 6 Assess implementation of area agency Affirmative Action Plans.	Annually September 30, 1978
Step 7 Area Agencies will monitor and assess their grantees on E.E.O. and Affirmative Action.	Annually September 30, 1978
Step 8	

(Attach Continuation Sheets as Needed)

STATE Montana

EXHIBIT II-7

FY 19 78

ACTION PLAN FOR EQUAL EMPLOYMENT OPPORTUNITY

PART B – TITLE VII

Set forth the major action steps, including estimated dates of completion, the State agency plans to undertake for the fiscal year to assure that equal employment opportunities are provided throughout the State under the Title VII program.

Major Action Steps	Estimated Date of Completion
Step 1 Require the inclusion of an affirmative action plan in all Title VII grant applications prior to approval by the Aging Services Bureau.	Annually January, 1978
Step 2 Provide specific technical assistance to Title VII projects on formulation and implementation of affirmative action plans at any new project sites.	As needed Annually September 30, 1978
Step 3 Monitor the distribution of the affirmative action policies to all project sites.	Quarterly September 30, 1978
Step 4 Coordinate with Montana Department of Social and Rehabilitation Services to review annual affirmative action plans submitted by Title VII projects.	Annually September 30, 1978

(Attach Continuation Sheets as Needed)

STATE Montana

FY 19 78

EXHIBIT II-8

ACTION PLAN FOR EQUAL EMPLOYMENT OPPORTUNITY

PART B – TITLE VII

Set forth the major action steps, including estimated dates of completion, the State agency plans to undertake for the fiscal year to assure that equal employment opportunities are provided throughout the State under the Title VII program.

Major Action Steps	Estimated Date of Completion
Step 5 Require annual review and revision of Title VII project affirmative action plans.	Annually September 30, 1978
Step 6 Assess implementation of Title VII project affirmative action plan.	Annually September 30, 1978
Step 7 Monitor and assess Title VII subcontractors in E.E.O. and Affirmative Action.	Annually September 30, 1978
Step 8	

(Attach Continuation Sheets as Needed)

AFFIRMATIVE ACTION PLAN
FOR SINGLE ORGANIZATIONAL UNIT

STATE POLICY

The State of Montana, by law and by its Affirmative Action Plan, provides that there shall be equal opportunity to all its employees and applicants for employment regardless of race, religion, sex, national origin, or physical condition, except where sex or physical condition constitute a bonafide occupational requirement. This policy includes all personnel policies and procedures, job structuring, position classifying, hiring, firing, promoting and training.

The Montana Affirmative Action Plan contains the following statement by the Governor in the foreword: "It is the goal of the State of Montana, as expressed in the Constitution, legislation, and executive orders, that there will be equal opportunities for employment in state government. I pledge the full support of my office to strengthen and improve the opportunities for equal employment with state government in Montana." The plan became effective March 15, 1976.

It is the policy of the State of Montana to take affirmative action to eliminate discrimination in personnel policies and procedures based on race, color, religion, national origin, age marital status, ancestry, receipt of public assistance, political beliefs, physical or mental handicap, ex-offender status, and sex; unless sex, ex-offender status and/or physical or mental handicap relates to a bonafide occupational requirement. This policy shall include but not be limited to recruitment, testing, selection, benefits, qualifications, employment, promotions, transfers, dismissals, rehires, equality of wages, training programs, and a procedure for fair and immediate resolution of complaints of discrimination.

In the area of recruitment, the state of Montana Affirmative Action Plan provides that all state agencies shall:

a. Reach all segments of the population including but not limited to minority organizations, women's groups, religious groups, community organizations, professional groups, educational institutions, and training schools.

b. Analyze vacancies to determine if they can be filled equally well or better by the substitution of two part-time positions, thus allowing qualified handicapped persons, or women to apply who would otherwise be excluded from consideration.

c. When a vacancy is anticipated, give consideration to provide on-the-job training to, but not limited to, women, physically or mentally handicapped, aged, exoffenders or public assistance recipients, thus allowing these persons an opportunity to qualify for the position.

d. Review recruitment literature, publications, and job announcements to insure that they are acceptable to all groups, thus providing equal employment opportunity in the following ways:

   1. Language or photographs shall not depict inequality to minority groups, or women.

   2. Classified advertisements and other recruitment publications shall not use sex-segregated listings, unless sex-segregation is a bonafide occupational qualification for the job.

3. Publications shall be clear and understandable to all applicants.

4. Advertising and recruitment literature shall state "An Equal Employment Opportunity Employer".

e. Insure that all jobs are listed with the local State Employment Service in accordance with Equal Employment Opportunity guidelines, and emphasize the agency's interest in referrals of qualified as well as qualifiable minorities, women, physically or mentally handicapped, aged, ex-offenders, public assistance recipients, or those discriminated against because of their marital status, political beliefs, national origin or ancestry.

AGING SERVICES BUREAU POLICY

Current Staffing Analysis

The Aging Services Bureau staff consists of ten professionals and two full-time clericals. The staff consists of eight males and four females, one of which is over age sixty. Insofar as racial-ethnic composition, ten are categorized as "other" and the remaining two are categorized as American Indian.

All Area Agency and Title VII project grantees financially assisted by funds available through the Older Americans Act, agree to comply with provisions of the Civil Rights Act of 1964. Staffing patterns in the Office on Aging and in all Area Agency and Title VII projects will be analyzed to determine current levels of employment of minorities, older persons and women. Such persons should be employed in numbers at least relative to their numbers in the general population.

Recruitment/Selection. Our procedures conform to those required by the state of Montana Merit System Council Rules (Revised April 5, 1976) and interpreted further by the Montana Department of Social and Rehabilitation Services Personnel Manual, dated April, 1974.

Promotions/Upward Mobility. Within the Aging Services Bureau itself upward mobility is limited for the professionals, since specializations capture incumbents in all positions. Advancement for professionals is possible only through position reclassification. Advancement in the clerical positions is possible only if the higher of the two is vacated. Under a reclassification plan in 1975, all Bureau positions were set at the ceiling for the existing classification. Within the umbrella agency, the Department of Social and Rehabilitation Services, however, promotions and upward mobility are available as vacancies occur and subject to the procedures required by the Montana Merit System Council Rules, the Social and Rehabilitation Services Affirmative Action Plan and the Social and Rehabilitation Services Personnel Manual.

Training Opportunities. A training plan is developed annually, in cooperation with each employee within the Aging Services Bureau. Training opportunities which coincide with this plan or enlarge upon it are made available by the Department of Social and Rehabilitation Services Staff Development Division in accordance with their annual Staff Development Plan.

AFFIRMATIVE ACTION PLAN
FOR SINGLE ORGANIZATIONAL UNIT

ARTICLE I - POLICY

A. It is the policy of the Aging Services Bureau and the policy and law of Montana to provide equal opportunity to all employees and applicants for employment without regard to race, religion, color, sex, or national origin. Affirmative actions shall be taken to insure the implementation of this policy in the personnel actions of the Aging Services Bureau.

B. This document is applicable to all employees of the Aging Services Bureau.

C. It is the intent of this Affirmative Action Plan to be in full compliance with Title VI of the Civil Rights Act of 1964, with the rules and regulations promulgated through the Older Americans Act of 1965, as Amended, and with the "State of Montana Affirmative Action Plan for Equal Employment Opportunity (dated January, 1976)". Revisions and alterations of this Affirmative Action Plan will be made to ensure compliance with these documents as they may be altered through future legislation at the state and federal levels.

ARTICLE II - ADMINISTRATION

A. The Governor shall lend the full support of his office to the achievement of equal employment opportunity in Montana state government.

B. The Administrator of the Personnel Division of the Department of Administration shall have responsibility for development, implementation, and continuing evaluation of the statewide Affirmative Action Plan. The Administrator is also responsible for insuring that equal employment opportunity policies are vigorously carried out at all levels.

C. The State Equal Employment Opportunity Officer shall be the Chief of the Equal Employment Opportunity Bureau of the Department of Administration. The State Equal Employment Opportunity Officer shall be appointed by the Administrator of the Personnel Division of the Department of Administration by and with the advice of the Director of the Department of Administration. This officer's responsibilities shall be those as indicated in the Affirmative Action Plan of the State of Montana.

D. The Director of each agency shall have the full responsibility of implementing an Affirmative Action Plan for that agency. The Director shall insure the development of the agency's Affirmative Action Plan in accordance with standards and guidelines provided to the agency by the State Equal Employment Opportunity Officer. The Director of each agency shall designate and identify in writing to the State Equal Employment Opportunity Officer an Agency Equal Employment Opportunity Officer. This person shall be a policy making executive with the responsibility for developing and implementing the agency Affirmative Action Plan.

E. The Director of the Department of Social and Rehabilitation Services shall designate the Chief of the Personnel Bureau of the Department of Social and Rehabilitation Services as the Agency Equal Employment Opportunity Officer.

AFFIRMATIVE ACTION PLAN
FOR SINGLE ORGANIZATIONAL UNIT

This officer's responsibilities shall be those as indicated in the Affirmative Action Plan of the state of Montana.

F. The Chief of the Aging Services Bureau shall have immediate responsibility for ensuring the full development of procedures and policies in conformance with the Affirmative Action Plan of the Aging Services Bureau. The Chief shall coordinate with and cooperate with the Chief of the Personnel Bureau, Department of Social and Rehabilitation Services; Director, Department of Social and Rehabilitation Services; the State Equal Employment Opportunity Officer; the Administrator of the Personnel Division, Department of Administration; the Governor and other appropriate individuals in furtherance of the goals and objectives of this Plan.

G. All persons with supervisory status shall be responsible for assuring equal employment opportunity in all aspects and conditions of employment.

ARTICLE III - RECRUITMENT

A. All offices of the Montana Aging Services Bureau shall prominently display an "Assurance of Civil Rights Compliance" form.

B. The Montana Aging Services Bureau shall promote, assist, and cooperate in development of equal employment procedures through the Department of Social and Rehabilitation Services Personnel Bureau and Montana Merit System Council. It shall fully utilize all equal employment procedures heretofore adopted and practiced by the Department of Social and Rehabilitation Services Personnel Bureau and Montana Merit System Council.

C. Beyond the rules and regulations promulgated through the Older Americans Act of 1965, as Amended, special efforts shall be expended to notify senior citizens (persons age 55 and over) and minority persons of position vacancies which are salaried through funds appropriated for the purposes of carrying out the intents of the Act. Notification shall be extended in ways such as, but not limited to, the following:

1. sending position vacancy notices for further distribution to projects and sites to Area Agencies on Aging and Title VII Projects funded (in part) through funds from the Older Americans Act;
2. sending position vacancy notices to minority agencies;
3. verbal encouragement through informal visits to senior citizensprojects and activities.

ARTICLE IV - SELECTION PROCEDURES

A. Area Agencies on Aging and Title VII Projects shall cooperate with and coordinate with the Montana Aging Services Bureau in use of the procedures and policies established by that Bureau.

B. The Montana Aging Services Bureau through the Department of Social and Rehabilitation Services Personnel Bureau shall cooperate and coordinate with the Employment Security Division of Montana in use of appropriate procedures and

ARTICLE IV - SELECTION PROCEDURES
(Continued)

techniques which recognize possible special needs of older applicants (such as large print forms).

ARTICLE V - JOB STRUCTURING

A. Montana Aging Services Bureau through the Department of Social and Rehabilitation Services Personnel Bureau shall cooperate with and coordinate with the Montana Merit System Council and the Personnel Division of the Department of Administration to assure that the state classification plan does not include factors which discriminate against minority groups, women, or older persons.

B. The Montana Aging Services Bureau shall periodically review and evaluate position specifications to assure that the qualifications required are the minimum needed for entrance into the class rather than a desired standard attainable only after some experience.

C. Where part-time positions exist, which may be most appealing to older persons because they offer responsibilities and income without full-time and energy commitment, every effort will be made to accommodate such older person applicants.

ARTICLE VI - EDUCATION AND TRAINING

A. Within state policy and financial limitations, appropriate job-related training and educational opportunities shall be provided on an impartial basis to Aging Services Bureau for improvement of skills and satisfactions and to enhance opportunity for professional advancement.

B. Periodic educational/training seminars shall be conducted for Aging Services Bureau staff to promote understanding of and appreciation for the characteristics, needs and special problems of minorities, women and older persons.

ARTICLE VII - PROMOTIONS

A. Promotions to vacant positions shall be through open competitive means.

B. The Aging Services Bureau through the Social and Rehabilitation Services Personnel Bureau shall assure dissemination of information concerning such position vacancies to all persons within the Aging Services Bureau.

ARTICLE VIII - WORK ENVIRONMENT

A. Supervisors shall assure assignment of meaningful work with reasonable time for completion; such work assignments shall contribute to the attainment of the goals of the Bureau and shall offer opportunities for career advancement.

B. Current employees with appropriate counseling abilities should be designated as informal counselors to help new employees adjust.

ARTICLE VIII - WORK ENVIRONMENT
(Continued)

C. Maternity and paternity leave shall be available under the policies and procedures prescribed by the Department of Social and Rehabilitation Services Personnel Manual and Affirmative Action Plan.

D. When an employee's performance is below standard, the supervisor shall talk to the employee and try to determine the reason(s) and what mutual course of action can be taken to improve performance before any adverse action is taken.

E. If a supervisor must dismiss a person, the supervisor should make sure he/she has made every effort to integrate the employee into the job. When an employee is fired, that employee shall be told the specific reason(s) for the discharge.

ARTICLE IX - COUNSELING AND COMPLAINT PROCEDURE

A. All employees shall have equal access to the Chief of the Aging Services Bureau and Chief of the Social and Rehabilitation Services Personnel Bureau to discuss work environment.

B. Special effort shall be extended by the Chief of the Aging Services Bureau or the staff of the Social and Rehabilitation Services Staff Development Division to counsel with all new employees in assisting them to understand and participate in the work environment.

C. Procedures for complaints of discrimination shall be those prescribed by the Affirmative Action Plan of the Montana Department of Social and Rehabilitation Services.

ARTICLE X - CONTRACT COMPLIANCE

A. The policy of the Aging Services Bureau is to refuse contract relations with any organization or individual not complying with Title VI of the Civil Rights Act of 1964.

B. Rules and regulations of the Older Americans Act of 1965, as Amended, shall in all cases be followed regarding contract negotiation and development in which compliance with Title VI of the Civil Rights Act is called for.

C. For Fiscal Year 1977 and for every fiscal year thereafter, the Aging Services Bureau will neither renew nor grant new approvals of Area Agency Title III community programs on aging or Title VII nutrition projects which do not have an affirmative action plan which complies with the principles promulgated by the federal Administration on Aging (AOA-PI-76-16, March 16, 1976).

ARTICLE XI - GOALS AND EVALUATION

A. The Aging Services Bureau shall annually review its affirmative action goals and evaluate the extent to which they have been attained. Where deficiencies are noted, new goals and action steps for removing such deficiencies shall be undertaken in coordination and cooperation with the Chief of the Personnel Bureau of the Department of Social and Rehabilitation Services.

ARTICLE XI - GOALS AND EVALUATION

(Continued)

B. The Aging Services Bureau shall keep records designated by the Department of Social and Rehabilitation Services Personnel Bureau for the purposes of evaluating the effectiveness of personnel procedures, recruitment procedures, and other elements of this Affirmative Action Plan.

STATE Montana

EXHIBIT II-8

FY 19 78

AFFIRMATIVE ACTION PLAN FOR SINGLE ORGANIZATIONAL UNIT

Set forth the major action steps, including estimated date of completion, the Stage agency plans to undertake for the fiscal year to assure that an affirmative action program is implemented by the single organizational unit,

Major Action Steps	Estimated Date of Completion
Step 1 Redesignate, per the reorganization of the Aging Services Bureau, staff person for carrying out the affirmative action plan of the Office of Aging.	October 31, 1977
Step 2 Advise new staff of rights under the Aging Services Bureau and State of Montana Affirmative Action Plan.	Within 10 days of employment.
Step 3 Include orientation sessions during staff meetings to assure that all staff are familiar with the affirmative action policies of the Aging Services Bureau.	Quarterly September 30, 1978
Step 4 Provide individualized training opportunities for all staff members during the year.	Continuous September 30, 1978

(Attach Continuation Sheets as Needed)

STATE Montana

FY 19 78

EXHIBIT II-8

AFFIRMATIVE ACTION PLAN FOR SINGLE ORGANIZATIONAL UNIT

Set forth the major action steps, including estimated date of completion, the Stage agency plans to undertake for the fiscal year to assure that an affirmative action program is implemented by the single organizational unit,

Major Action Steps	Estimated Date of Completion
Step 5 Monitor the progress in the plan quarterly or as vacancies occur, to assure compliance with all aspects of the plan.	As needed Quarterly September 30, 1978
Step 6 Bi-cultural awareness staff members (2), will conduct two orientation sessions during staff meetings for the rest of the Aging Services Bureau staff.	December, 1977 April, 1978
Step 7	
Step 8	

(Attach Continuation Sheets as Needed)

STATE Montana

EXHIBIT II-9

FY 19 78

ACTION PLAN FOR IN-SERVICE TRAINING AND MANPOWER DEVELOPMENT

CATEGORY OF TRAINING	AMOUNT OF OLDER AMERICANS ACT FUNDS TO BE USED			
	Title III Administration*	Title III APSS	Title VII	Title IV-A
1. Planning/Advocacy	$	$ 700	$	$2,000
2. Coordination/Pooling	$	$	$	$
3. Program Management	$	$3263	$	$5,000
4. Nutrition Service	$	$ 500	$ 4,299	$2,000
5. All Other Social Services	$	$ 500	$ 250	$6,000
6. Gerontology	$	$	$	$1,500
7. All Other	$	$	$	$13,500
TOTALS	$	$ 4963	$4549	$30,000

*All administration funds are utilized for Planning, Advocacy, Coordination and Associated administrative costs.

State Montana
FY 1978

ATTACHMENT A
EXHIBIT II-10

TITLE III
ACTION PLAN FOR SERVING OLDER INDIAN
TRIBAL MEMBERS BY TRIBE

1. PSA DESIGNATION	2. BENEFITS PROJECTED TO ACCRUE TO ALL NON-INDIAN OLDER PERSONS			3. LISTING OF TRIBES IN THE PSA	4. BENEFITS PROJECTED TO ACCRUE TO OLDER INDIAN TRIBAL MEMBERS		
List each PSA having an Indian Tribe	a. Amount of Title III Funds to be Expended for Services in PSA	b. No. of Older Persons to be Served in PSA	c. Average Per Capita Expenditure in PSA	List Each Tribe in the PSA	a. Amount of Title III Funds to be Expended for Services by Tribe in PSA	b. No. of Older Indians to be Served by Tribe in PSA	c. Average per Capita Expenditure by Tribe in PSA
1. PSA VI Western Montana Area Agency on Aging	$104,640.00	23,176	$4.52	1. PSA VI: Flathead Reservation (Salish & Kootenai tribes)*	$ 9,984.00	286	$35.00
2. PSA VII Tribal Elders Program (Planning and Service Area is made up entirely of Indian Reservations)	$ 45,659.00	1,309	$34.88	2. PSA VII:			
				Northern Cheyenne Res. (Northern Cheyenne Tribe)	$ 6,210.00	178	$ 34.88
				Fort Peck Reservation* (Assiniboine Tribe and Teton Souix Tribe)	$10,219.00	293	$ 34.88
				Fort Belknap Reservation (Gros Ventre Tribe and Assiniboine Tribe)*	$ 4,707.00	135	$ 34.87
				Blackfeet Reservation (Blackfeet Tribe)	$12,523.00	359	$ 34.88
				Crow Reservation (Crow Tribe)	$ 8,301.00	238	$ 34.88
				Rocky Boy Reservation (Chippewa-Cree Tribe)	$ 3,699.00	106	$ 34.90

*Multi-Tribal reservations in Montana all are governed by a single Tribal Council for the entire reservation.

STATE Montana
FY 19 78

ATTACHMENT A
EXHIBIT II-10B

TITLE VII
ACTION PLAN FOR SERVING OLDER INDIAN
TRIBAL MEMBERS BY TRIBE

1. Title VII DESIGNATION	2. BENEFITS PROJECTED TO ACCRUE TO ALL NON-INDIAN OLDER PERSONS			3. LISTING OF TRIBES IN THE Title VII	4. BENEFITS PROJECTED TO ACCRUE TO OLDER INDIAN TRIBAL MEMBERS		
List each Title VII Project having an Indian Tribe **	a. Amount of Title VII Funds to be Expended for Services by each Title VII Project.	b. No. of Older Persons to be Served by each Title VII Project.	c. Average Per Capita Expenditure by each Title VII Project.	List Each Tribe in the Title VII	a. Amount of Title VII Funds to be Expended for Services by Tribe by each Title VII Proj.	b. No. of Older Indians to be Served by Tribe in Project	c. Averag per Capita Expend ture b Tribe Proj
1. Action for Eastern Montana Nutrition Project	$ 120,000.00	14,007	$ 8.57	1. Action for Eastern Montana - Fort Peck Reservation (Assiniboine & Teton Sioux)*	$15,000.00	293	$ 51.19
2. Billings Senior Dinner Program	$117,072.00	11,684	10.02	2. Billings Senior Dinner Program - Crow Reservation (Crow Tribe); No. Cheyenne Res. (No. Cheyenne Tribe)	$30,000.00	416	72.12
3. Hill County Council on Aging	$126,919.00	4,001	31.72	3. Hill County Council on Aging - Blackfeet Reservation (Blackfeet Tribe); *Fort Belknap Reservation (Assiniboine Tribe & Gros Ventre Tribe); Rocky Boy Reservation (Chippewa-Cree Tribe)	$45,000.00	599	75.13
4. Flathead Title VII Nutrition Program	$125,500.00	17,614	7.13	4. Flathead Title VII Nutrition Program - Flathead Reservation (Salish & Kootenai Tribes)*	$15,000.00	286	52.45

*Multi-Tribal reservations in Montana all are governed by a single Tribal Council for the entire reservation.

**There is a Title VII site on every reservation.

ATTACHMENT B

STATE Montana

EXHIBIT II-10

FY 19 78

Statement of Assurances Relative to
Compliance with Section 303(b)(3)
of the Older Americans Act, as Amended

The State of Montana being subject to the provisions of Section 303(b)(3) of the Older Americans Act, as amended hereby assures that:

1. The State Agency will develop formal procedures for providing opportunity for representatives of each Indian Tribe in the State to review and comment on the State Plan before it is submitted to the Governor for review and approval.

2. The Indian Commission, or other appropriate Indian Agency of the State, if any, shall have the opportunity to review the State Plan each fiscal year before it is submitted to the Governor for approval.

3. Each Area Agency having an Indian Tribe within the boundaries of its planning and service area will include as part of its Area Plan each year an Action Plan which provides assurances that elderly Indian Tribal members will receive benefits equivalent to those to be provided to all non-Indian older persons in the planning and service area.

4. Each Area Agency will be required to submit its Area Plan for review and comment to representatives of each Indian Tribe located within the planning and service area before the Area Agency submits the Area Plan to the State Agency for approval.

5. Where feasible, Indian agencies or organizations will be selected to provide services to elderly Indian Tribal members; and that where this is not feasible, agencies or organizations most qualified to provide services to elderly Indian Tribal members will be selected.

6. Before the State Agency makes an award to an organization to perform services benefitting more than one Indian Tribe, it shall obtain the approval of each Indian Tribal organization.

7. The State Agency will consider the advisability of permitting as allowable expenditures under Title III, the cost of any service, activity, or equipment of a special nature that is designed to meet the unique and special needs of elderly Indians.

STATE Montana

FY 78

ACTION PLAN FOR NONDISCRIMINATION ON THE BASIS OF HANDICAP

EXHIBIT III

PART A – TITLE III

Set forth the major action steps, including estimated dates of completion, the State agency plans to undertake for the fiscal year to assure nondiscrimination on the basis of handicap.

Major Action Steps	Estimated Date of Completion
Step 1 Contract training for State Agency staff and Area Agency staffs emphasizing service delivery and nondiscrimination to handicapped seniors and establishment of local action plans pursuant to Section 504 of OAA.	November, 1977
Step 2 Revise, where necessary, all Affirmative Action Plans at all levels of the State's Aging Network to comply with requirements of Section 504.	December, 1977
Step 3 Update Information and Referral Resource Files to include statewide information on availability of services for the handicapped.	July 1, 1978
Step 4 Disseminate information to the public on services available to older persons that are handicapped.	Continuous September 30, 1978

(Attach Continuation Sheets as Needed)

STATE Montana

FY 19 78

ACTION PLAN FOR NONDISCRIMINATION ON THE BASIS OF HANDICAP

PART A – TITLE III

EXHIBIT III

Set forth the major action steps, including estimated dates of completion, the State agency plans to undertake for the fiscal year to assure nondiscrimination on the basis of handicap.

Action Steps	Estimated Date of Completion
Step 5 Implement procedures by which handicapped seniors may make appeals about grievances.	December, 1977
Step 6 Cooperate in the development of transition plans with area agencies and Title III grantees for any structural alterations required to be in compliance of Section 504.	September 30, 1978
Step 7 Monitor Area Agencies, Grantees and Contractors on performance and progress called by requirements of Section 504.	Monthly September 30, 1978
Step 8 Self-assessment reports for centers mailed to Area Agencies for distribution, completion and return.	Annually September 30, 1978

(Attach Continuation Sheets as Needed)

ACTION PLAN FOR NONDISCRIMINATION ON THE BASIS OF HANDICAP

PART B – TITLE VII

Set forth the major action steps, including estimated dates of completion, the State agency plans to undertake for the fiscal year to assure nondiscrimination on the basis of handicap.

Major Action Steps	Estimated Date of Completion
Step 1 Contract training for State Agency, Area Agencies, and Title VII projects staffs emphasizing service delivery and nondiscrimination to handicapped seniors and establishment of action plans pursuant to Section 504 of OAA.	November, 1977
Step 2 Revise, where necessary, all affirmative action plans at all levels of the State's Aging network to comply with requirements of Section 504.	December, 1977
Step 3 Update Information and Referral Resource Files to include statewide information on availability of services for the handicapped.	July 1, 1978
Step 4 Disseminate information to the public on services available to older persons that are handicapped.	Continuous September 30, 1978

(Attach Continuation Sheets as Needed)

STATE Montana

FY 78

ACTION PLAN FOR NONDISCRIMINATION ON THE BASIS OF HANDICAP

PART B – TITLE VII

EXHIBIT II

Page 2 of 2

Set forth the major action steps, including estimated dates of completion, the State agency plans to undertake for the fiscal year to assure nondiscrimination on the basis of handicap.

Major Action Steps	Estimated Date of Completion
Step 5 Implement procedures by which handicapped seniors may make appeals about grievances in relation to Title VII and all other Aging Services.	December, 1977
Step 6 Assist Title VII projects and grantees develop transition plans for structural changes necessary to comply with Section 504.	September 30, 1978
Step 7 Monitor Area Agencies, Title VII projects and Grantees on compliance performance related to Section 504.	Monthly September 30, 1978
Step 8 Self-assessment reports mailed to Title VII projects for the Title VII sites to complete and return.	Annually September 30, 1978

(Attach Continuation Sheets as Needed)

PART III: RESOURCE ALLOCATION PLANS

STATE Montana

EXHIBIT III-1

FY 19 78

SUMMARY RESOURCE ALLOCATION PLAN

PART I:		
SUMMARY OF RESOURCES FOR IMPLEMENTING THE STATE PLAN		
A. TOTAL TITLE III ALLOTMENT:	$ 803,900	
B. TOTAL TITLE VII ALLOTMENT:	$ 1,007,448	
SUB-TOTAL		$ 1,811,348
C. RESOURCES AVAILABLE TO STATE AGENCY OTHER THAN TITLE III AND TITLE VII ALLOTMENT FOR IMPLEMENTING THE STATE PLAN:		
• OTHER FEDERAL	$ 1,797,340	
• STATE AND OTHER	$ 987,872	
SUB-TOTAL		$ 2,785,212[1]
TOTAL STATE AGENCY RESOURCES		$ 4,596,560

PART II:		
SUMMARY OF RESOURCES FOR STATE PLANNING, COORDINATION, ADMINISTRATION AND EVALUATION OF STATE PLANS		
A. TITLE III ALLOTMENT:		
• Administration of Title III and Title VII	$ 200,000	
• Training	$ -0-	
• Demonstration Projects of Statewide Significance	$ -0-	
• Administration of Area Plans	$ -0-	
SUB-TOTAL		$ 200,000
B. RESOURCES OTHER THAN TITLE III:		
• FEDERAL	$ 56,800	
• STATE AND OTHER	$ 66,666	
SUB-TOTAL		$ 123,466
TOTAL RESOURCES FOR PLANNING, COORDINATION, ADMINISTRATION AND EVALUATION OF STATE PLAN		$ 323,466
C. FEDERAL AND STATE COST SHARING		
• FEDERAL 75 %		
• STATE 25 %		

1. See number 1, page 3 of Exhibit III-1.

STATE Montana

EXHIBIT III-1

FY 19 78

SUMMARY RESOURCE ALLOCATION PLAN
(Continued)

PART III:			
AREA PLANNING AND SOCIAL SERVICES PROGRAM			
A. TITLE III ALLOTMENT:			$ 603,900
• Direct Provision of Services by State Agency		$ -0-	
• Areas With Designated Area Agencies		$ 603,900	
1. Program Planning & Administration	$ 90,585		
2. Development of Action Programs	$513,315		
(a) Coordinating Delivery of Existing Services	( )		
(b) Pooling of Available but Untapped Resources	( )		
(c) Supporting Services	(513,315)		
(d) Gap-Filling Services	( )		
• Areas Not Covered By Area Plans		$ -0-	
B. RESOURCES OTHER THAN TITLE III:			$2,077,774[2]
• STATE AND OTHER	$ 538,376		
• FEDERAL	$1,539,398		
C. TOTAL RESOURCES FOR AREA PLANNING AND SOCIAL SERVICES PROGRAM:			$2,681,674

PART IV:			
NUTRITION PROGRAM			
A. TITLE VII ALLOTMENT:			$ 1,007,448
• Nutrition Services		$ 832,960	
• Social Services		$ 174,488	
B. RESOURCES OTHER THAN TITLE VII:			$ 583,972[3]
• STATE AND OTHER		$ 382,830	
• FEDERAL		$ 201,142	
C. TOTAL RESOURCES FOR NUTRITION PROGRAM:			$ 1,591,420

2. See number 2, page 3 of Exhibit III-1.
3. See number 3, page 3 of Exhibit III-1.

1. Of this total, only those funds appearing in Part II, Section B Resources Other Than Title III of this Exhibit are directly available to the State Agency. All other funds are available to or administered by the Area Agencies and/or Title VII Projects.

2. This entire amount is available to and administered by the Area Agencies.

3. This entire amount is available to and administered by Title VII Projects.

STATE Montana

EXHIBIT III 1

FY 19 78

SUMMARY RESOURCE ALLOCATION PLAN
(Continued)

PART V: *SOURCES AND AMOUNTS OF RESOURCES OTHER THAN TITLE III AND TITLE VII INCLUDED UNDER PARTS I–IV.*

Source of Resources	Amount	Anticipated to be Received (√)	Currently Available (√)
Title IV-A	$30,000	X	
Title V	100,000	X	
Nursing Home Ombudsman	18,000	X	
Legal Services	26,800	X	
State	168,125		X
Title XX	523,000		X
Other Federal	1,099,540	X	
Local Public*	378,888	X	
Local Private*	374,193	X	
Match for State Administration	66,666		X
T O T A L:	$2,785,212.00		

*Exact sources unknown at this time. These funds are based on monies other than Title III and Title VII generated by the operations of the Area Agencies and Title VII Projects during FY 77.

STATE Montana

FY 19 78

EXHIBIT III-2

TITLE III
RESOURCE ALLOCATION PLAN

Name of Area Agency	Planning and Service Areas for Which Area Plans Will be Developed (Identify PSA by Number)			Allocation of Title III Resources		
				Development of Action Programs		
	Number	Type of Award		Program Planning Administration	Social Services Activities	TOTAL
		New (√)	Continuation (√)			
Action for Eastern Montana	I		X	$ 13,861	$ 68,271	$ 82,132*
Area Agency on Aging Area II	II		X	13,861	93,115	106,976*
North Central Agency on Aging	III		X	13,861	91,678	105,539*
Rocky Mountain Development Council	IV		X	7,421	50,921	58,342*
Area V Agency on Aging	V		X	13,861	59,031	72,892*
Western Montana Area Agency	VI		X	15,709	104,640	120,349*
Tribal Elders Program, PSA VII	VII		X	12,011	45,659	57,670*
TOTAL				$90,585	$513,315	603,900*

*See page 2 of Exhibit III-2.

*Title III monies are allocated to the Planning and Service Areas in the following manner: 60% according to the 60+ population; 20% according to the 60+ low-income population; 20% according to the 60+ minority population.

STATE Montana

FY 19 78

EXHIBIT III-3

Page 1 of 2

TITLE VII
RESOURCE ALLOCATION PLAN

Name of Project	PSA Number	Part of Area Plan		Type of Award		Allocation of Title VII Resources by Project		
		Yes	No	New (√)	Continuation (√)	Food & Related Costs	Social Services	TOTAL
Smelter City Senior Citizens Title VII Nutrition Project Anaconda, MT 59711	V	X			X	63,768	15,942	79,710
Yellowstone County Nutrition Project* Billings, MT 59101	II		X		X	117,658	29,414	147,072
Butte Senior Citizens Diners Club Butte, MT 59701	V		X		X	73,170	18,292	91,462
Title VII Nutrition Project ** Glendive, MT 59330	I	X			X	135,000	-0-	135,000

* This project includes sites on the Crow and Northern Cheyenne Reservations.
** This project includes a site on the Fort Peck Reservation.

STATE Montana

FY 19 78

EXHIBIT III-3

TITLE VII
RESOURCE ALLOCATION PLAN

Name of Project	FSA Number	Part of Area Plan		Type of Award		Allocation of Title VII Resources by Project		
		Yes	No	New (√)	Continuation (√)	Food & Related Costs	Social Services	TOTAL
Cascade County Title VII Nutrition Project for the Elderly Great Falls, MT 59401	III		X		X	90,511	22,628	113,139
Hill County Council on Aging Senior Nutrition Project *** Havre, MT 59501	III		X		X	137,536	34,383	171,919
Tri-County Senior Citizens Nutrition Program Helena, MT 59601	IV		X		X	102,917	25,729	128,646
Flathead Title VII Nutrition Project**** Kalispell, MT 59901	VI		X		X	112,400	28,100	140,500
TOTAL						832,960	174,488	1,007,448

***This project includes sites on the Fort Belknap, Rocky Boy and Blackfeet Reservations.
****This project includes a site on the Flathead Reservation.

STATE Montana

FY 19 78

NATIONAL PRIORITY SERVICES
PREPRINT

Assurance of Compliance with Section 305(a)(10)
of the Older Americans Act

As a condition to the receipt of Federal funds under Title III of the Older Americans Act of 1965, as amended, the State of Montana certifies as follows:

1. /XX/ The State will use not less than fifty percent (50%) of the increase, if any, in its allotment for the Fiscal Year for that Area Planning and Social Services Program over that which it received in Fiscal Year 1975 for such purposes, to support some or all of the National Priority Services set forth under Section 305(b) of the Act; and

   /XX/ The State will not use less than twenty percent (20%) of its allotment for the Fiscal Year for the Area Planning and Social Services Program to support some or all of the National Priority Services set forth under Section 305(b) of the Act.

or

2. /___/ The State will use at least thirty-three and one-third percent (33 1/3%) of its allotment for the Fiscal Year for the Area Planning and Social Services Program to support some or all of the National Priority Services set forth under Section 305(b) of the Act.

PART IV: GENERAL PROVISIONS

STATE Montana

FY 78

PROPOSED STAFFING PLAN FOR SINGLE ORGANIZATIONAL UNIT

1. Identify Each Position Individually by Descriptive Title	2. Percent of Time or Effort		Status of Position		If Position is Currently Filled, Indicate (√) if Staff Member is							
					Sex		Age		Racial-Ethnic Composition			
	Title III	Title VII	Indicate (√) Positions, Currently Filled	If Proposed Position, Enter Fiscal Year Quarter Position Will be Filled	M	F	Under 60	60 or Over	a. American Indian	b. Negro	c. Spanish Language	d. O
Executive Leadership												
• Bureau Chief	60	40	X		X			X				
• Assistant Bureau Chief	60	40	X		X		X					
•												
Other Professional												
• Field Coordinator (Billings)	60	40	X		X		X					
Field Coordinator (Missoula)	60	40	X			X	X					
• Field Coordinator(Reservation)	60	40	X		X		X		X			
Financial Management Spec.	50	50	X		X		X					
• Foster Grandparent Mgr.			X		X		X					
Title VII Coordinator		100	X			X	X					
• Information & Education Mgr	75	25	X		X		X					
*Title XX Coordinator	10	10	X		X				X			
Clerical												
• Secretary	50	50				X	X					
• Secretary	50	50				X	X					
•												

*Primarily Title XX Coordinator time spent Title XX 70%, Title V 10%, Title VII 10%, and Title III 10%.

STATE Montana

FY 19 78

STATE PROVISIONS FOR OBTAINING ADVISORY ASSISTANCE
FOR TITLE III AND TITLE VII PROGRAMS

I. The State Advisory Committee on Aging has reviewed [XX] the State plan prior to the conduct of the public hearing(s); and again reviewed [XX] the State plan prior to submission to the Governor.

II. a. TITLE III: Describe the functions, responsibilities and composition of the State Advisory Committee on Aging, as related to the Title III program. Provide explicit assurance that the composition and frequency of meeting requirements of Section 903.50(c) are fully satisified.

b. TITLE VII: Describe separately the manner in which the State agency (through the State Advisory Committee on Aging or other means) obtains advisory assistance on the Title VII Nutrition Program, as required by Section 909.20. Describe the sources from which advisory assistance is obtained; and the method used by the State agency to obtain such assistance, including the means established for review of and advice on the Title VII State plan provisions.

Explicit assurance that the State Advisory Council meets the requirements of Section 903.50 (c) can be found in Exhibit IV.2A (composition) and the following By-laws (functions and responsibilities) in this exhibit.

The By-laws in this exhibit, Exhibit II-4 and Exhibit IV-2A describe the sources from which advisory assistance is obtained; the method used and the means for review and comment on Title VII State Plan provisions. The Advisory Council reviews and comments on all aspects of the State Plan - this includes Title VII as well as Title III.

(Use additional pages as necessary)

GPO 913-411

STATE Montana

FY 1978

BY-LAWS OF THE

AGING SERVICES ADVISORY COUNCIL

ARTICLE I

NAME

The name of the council is the Aging Services Advisory Council.

ARTICLE II

PURPOSE

The Advisory Council has been formed to advise the Governor, the Department of Social and Rehabilitation Services, and the Aging Services Bureau and consider pertinent issues and advise on the implementation of the State Plan for Aging; to advise on all aspects of the nutrition program, including review of the advice on the State operational plan and feedback on State nutrition program and nutrition project from consumers. The Advisory Council shall furnish advice, gather information, and make recommendations but shall not administer programs nor set policy.

ARTICLE III

MEMBERSHIP

SECTION 1. MEMBERS. The Advisory Council shall be composed of twenty six (26) members representing actual and potential consumers of services under this program and major public or private agencies concerned with the interest of older persons; members who are potential and will become actual consumers of nutrition services; persons knowledgeable in the provision of nutrition services; representatives of major public and/or private agencies and professional organizations deemed appropriate and pertinent to nutrition program; minority and low income individuals.

SECTION 2. TENURE. Each member of the council shall hold office at the pleasure of the governor. Any officer or council member may be recommended to the governor for removal by a majority of the council.

STATE Montana

FY 19 78

SECTION 3. COMPENSATION. Each member shall be reimbursed for actual and necessary expenses incurred while in the performance of council duties, not to exceed state authorized per diem and mileage. Members who are full-time salaried officers or employees of this state may not be compensated for their service as members, but shall be reimbursed for their expenses.

ARTICLE IV

MEETINGS

SECTION 1. MEETINGS. Meetings shall be held quarterly and upon the call of Director, chairman, or a majority of the council members. Meetings shall be held in Helena, Montana or other designated places.

SECTION 2. NOTICE. Notice of all council meetings shall be sent by mail to the entire membership by the secretary at least two (2) weeks in advance of the meeting.

SECTION 3. QUORUM. A majority of the membership constitutes a quorum to do business. Any member missing three (3) consecutive meetings without a valid reason shall be removed from the council. Any member unable to attend may send an alternate with full voting privileges, said alternate must have written authorization from the member to submit to the secretary of the council.

SECTION 4. CONDUCT OF MEETINGS. The chairman shall preside at all meetings and the meetings shall be conducted in accordance with Robert's Rules of Order.

ARTICLE V

OFFICERS

SECTION 1. The officers of the council shall be a chairman, vice-chairman, and secretary and other such officers as are considered necessary by the Advisory Council.

SECTION 2. ELECTION, QUALIFICATIONS AND TERM OF OFFICE. The officers shall be elected by the council members at the last quarterly meeting of the year. The officers shall serve on an annual basis and shall begin their duties at the first quarterly meeting of the year following their election. Officers' terms shall be contingent upon their membership in the council. No officer may serve more than two consecutive terms. Should the chairman cease to be a council member, the vice-chairman shall serve the reminder of his or her term--unless declined. Should any other officer cease to be a council member his or her office shall be filled by a majority vote of the council members.

SECTION 3. DUTIES OF OFFICERS. The duties of the officers shall be such as usually attached to such offices.

ARTICLE VI

EXECUTIVE BOARD

SECTION 1. The executive board shall consist of the Council Chairman, Vice-Chairman, Secretary and the four area representatives.

SECTION 2. In accordance with the Montana open meeting law, all advisory council meetings are open. However, the executive board may claim executive privilege in case of a discussion of personal or other reasons.

ARTICLE VII

COMMITTEES

SECTION 1. A legislative committee shall be appointed by the chairman on legislative years to testify on bills pertaining to the aging. Any other committees may be appointed by the chairman that are deemed necessary.

ARTICLE VIII

AMENDMENTS

SECTION 1. The council's by-laws may be altered, amended, or repealed and new by-laws adopted, in accordance with the Executive Reorganization Act of 1971 and other state and federal laws and regulations, by a majority of the members.

AGING SERVICES BUREAU
ADVISORY COUNCIL

Name and Affiliation	General Public	Older Consumer	Low Income	Minority Person	Private Agency Representative	Public Agency Representative	Nutrition Advisory Council Representatives
Claude D. Williams - Retired		X			X		
Dr. John Anderson - Administrator, Montana Department of Health						X	
Val Galle - Rancher*	X					X	
Norman Howard - President, Senior Citizens Center		X		X	X		
Clyde Jarvis - Public Relations					X		
Howard Ellsworth - Consumer		X					
Gladys Makela - Member, Carbon County Council on Aging		X			X		
William A. Macmillan - Salesman	X	X					
Joe DeLong - Farmer	X						
Don Gibson - Retired	X	X					
John St. Jermain - County Commissioner**		X				X	X
Louise Oman - Nutritionist, State Health Department						X	X
Ben Smith - Food Service Manager					X		X
Wilma Joe Slaughter - Consumer**		X					X
Evelyn Nikolaisen					X		
Barbara Ferretti - Outreach Worker		X	X				X
John Laitinen - Former Director, County Welfare**		X					X
H. H. Hughes - Consumer**		X					
Roland Kennerly - Blackfeet Tribal Employee			X	X			

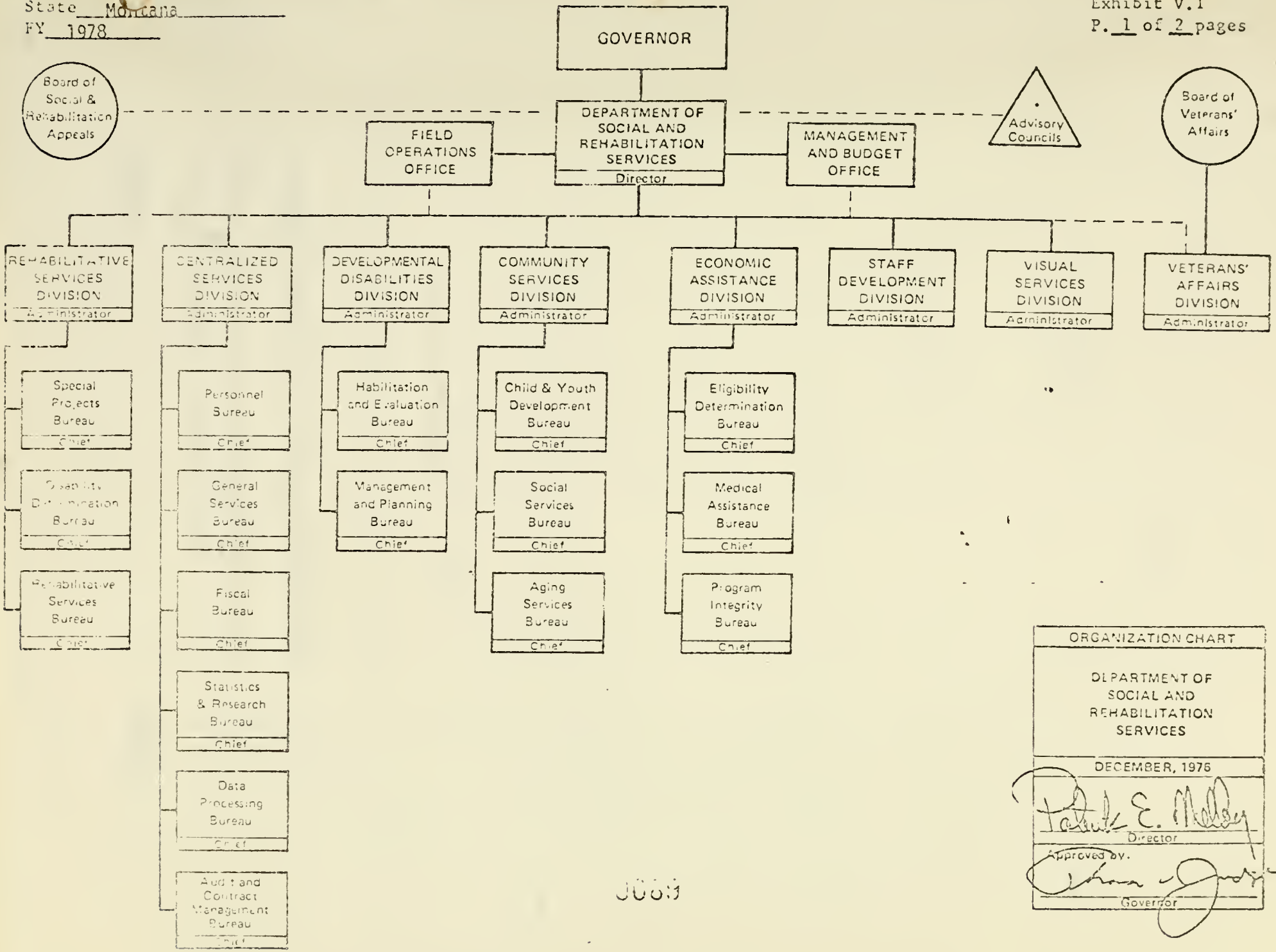
* Council Chairman
**Title VII Nutrition Project Council Members

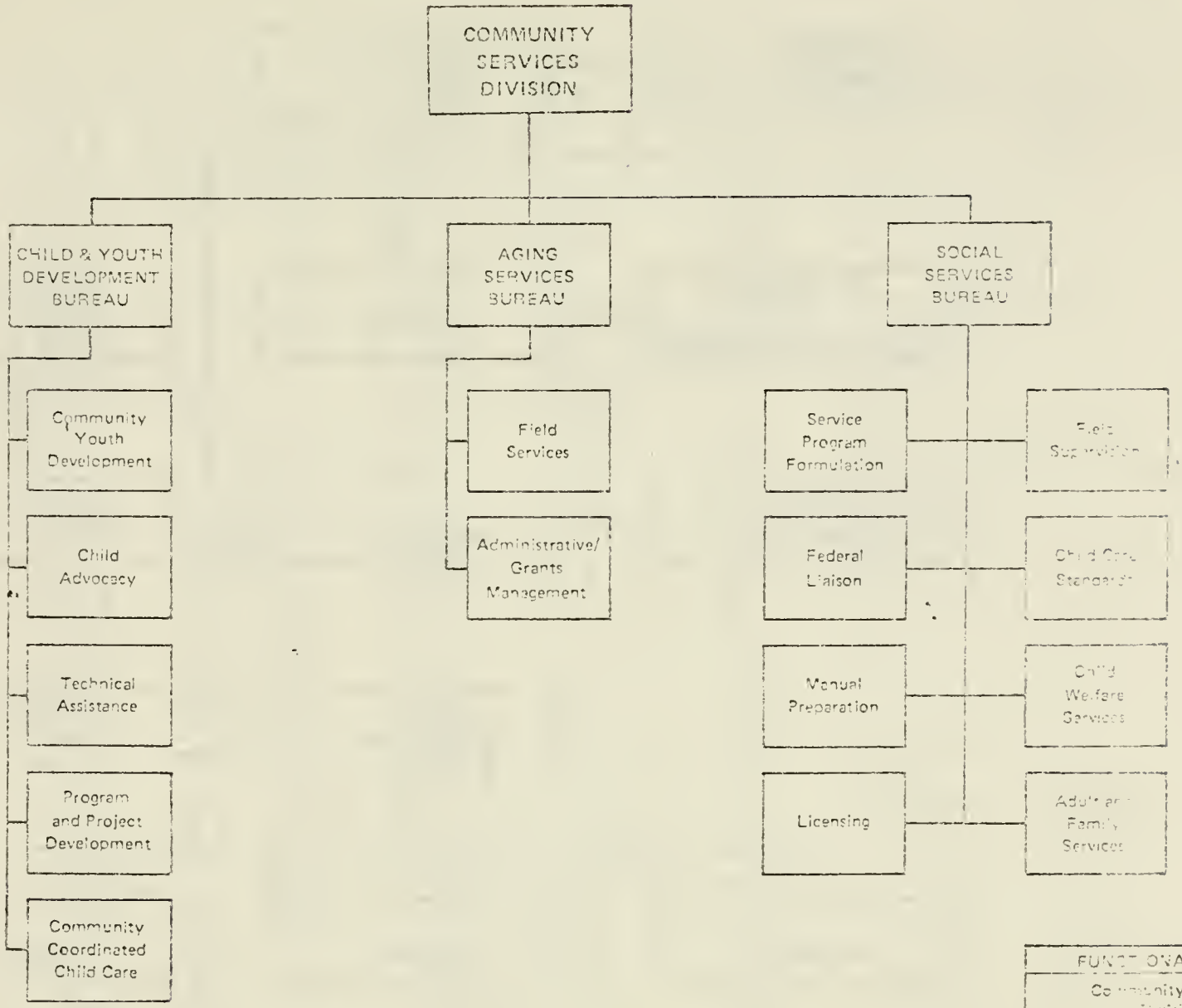
PART V: SUPPLEMENTAL EXHIBITS

EXHIBIT	NUMBER
Organizational Chart of the State Agency	V.1
Organizational Chart of the Single Organizational Unit	V.2
Functional Statement For Single Organizational Unit	V.4

State Montana
FY 1978

Exhibit V.1
P. 1 of 2 pages





FUNCTIONAL CHART

Community Services Division

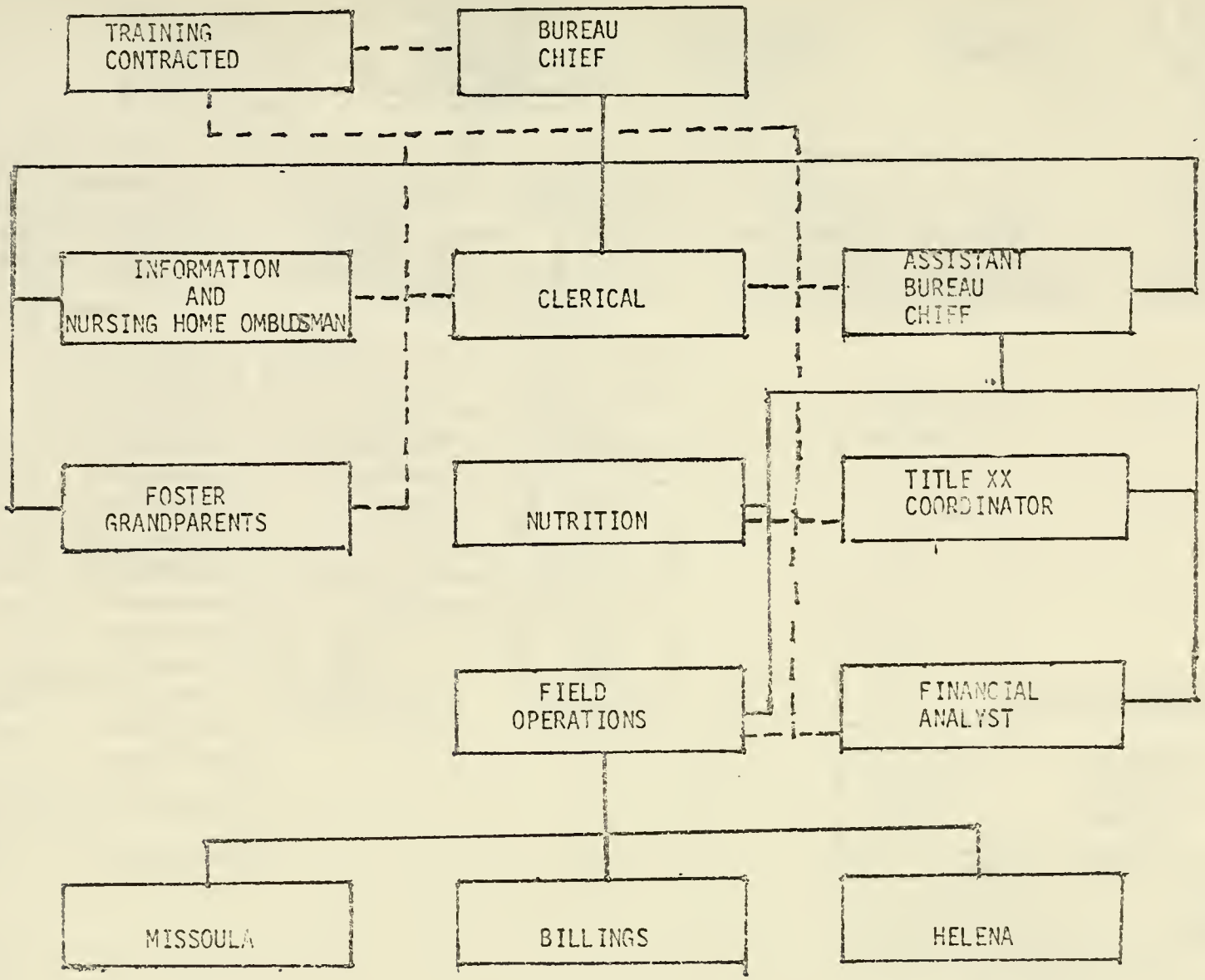
DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES

DECEMBER, 1976

State Montana

FY 1978

Exhibit V.2



FUNCTIONAL STATEMENT FOR
SINGLE ORGANIZATIONAL UNIT

Set forth in detail the functions performed directly by the single organizational unit. Specify which functions, if any, are performed by another unit(s) of the State agency or another State agency under the supervision of the single organizational unit.

The Department of Social and Rehabilitation Services has delegated the authority and responsibility to administer Title III and Title VII of the Older Americans Act of 1965 as amended, and any other titles within the act that may become the agency's responsibility to the Aging Services Bureau of the Community Services Division of the Department of Social and Rehabilitation Services.

The Aging Services Bureau is not divided into specific units responsible for planning, coordination, administration, evaluation or technical assistance. The Aging Services Bureau employs specialists to carry out the above mentioned functions.

Responsibilities for State Plan implementation are as follows:

Bureau Chief: Overall administration of the Plan and specifically all relations with the State Advisory Council (with input from other staff as requested).

Administrative Officer/Assistant Bureau Chief: Under limited supervision of Bureau Chief provides technical assistance on preparation of area plans, Title VII program plans; responsibility for overall preparation of State Plan; on-site monitoring, assessment and technical assistance as requested; Acting Bureau Chief in absence of Bureau Chief.

Title VII Coordinator: Under limited supervision of Assistant Bureau Chief, implementation of the Title VII program within the state, including technical assistance, assessment, training, monitoring, and coordination.

Administrative Officer/Foster Grandparent Manager: Under limited supervision of Bureau Chief, provides overall administration of Foster Grandparent program.

Administrative Officer/Information and Nursing Home Ombudsman: Under limited supervision of Bureau Chief, overall administration of Information and Referral and Nursing Home Ombudsman project; annual development and distribution of State Resource Book; operation of STAM system.

Administrative Officer/Title XX Coordinator: Under limited supervision of Assistant Bureau Chief, implementation of the Aging Services Bureau portion

STATE Montana

FY 19 78

EXHIBIT V.4
Page 2 of 2

FUNCTIONAL STATEMENT FOR
SINGLE ORGANIZATIONAL UNIT

Set forth in detail the functions performed directly by the single organizational unit. Specify which functions, if any, are performed by another unit(s) of the State agency or another State agency under the supervision of the single organizational unit.

of Title XX program including technical assistance, assessment, training and coordination; Title V contact person; Affirmative Action Officer.

Community Organization Workers (3): Field Representatives under limited supervision of Assistant Bureau Chief responsible for day-to-day technical assistance, quarterly assessments of Title III Area Agencies; 75% of quarterly assessments of Title VII projects; coordination of programs and project review and monitoring of Title III and Title VII.

Fiscal Management Specialist: Under limited supervision of Assistant Bureau Chief, responsible for all accounting and financial management of the programs under the Older Americans Act.